



**Chilliwack  
School District**

**THE BOARD OF EDUCATION  
School District #33 (Chilliwack)  
Regular Public Board Meeting  
Zoom Video Conference (Live Streamed and Recorded)**

**AGENDA**

**November 7, 2023**

**5:30 pm**

---

**1. CALL TO ORDER**

- 1.1. Call to Order – **Welcome, Acknowledgment of Traditional Territory and Diversity Statement**
- 1.2. Adoption of the Agenda  
(THAT the agenda be adopted as circulated.)
- 1.3. Approval of the Minutes  
(THAT the minutes of the October 10, 2023 Regular Board Meeting be approved as circulated.)

**2. INFORMATION ITEMS**

- 2.1. Budget Advisory Committee Minutes
- 2.2. Budget Advisory Committee Report
- 2.3. Trustee Written Reports
- 2.4. Policy Analysis Update
- 2.5. BCSTA Report

**3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**

**4. ACTION ITEMS**

- 4.1. 2024 – 2027 Draft Three Year School Calendar
- 4.2. Bylaw 5 – Board Meeting Procedures (Revised)
- 4.3. Policy Renovation Project – Policies to be Reaffirmed
  - 4.3.1. Policy 530 – Leadership Appointments and Assignments
  - 4.3.2. Policy 545 – Respectful Workplace

4.4. Policy Renovation Project – Policies to be Repealed

4.4.1. Policy 502 – Student Search and Seizure

4.4.2. Policy 503 – Interrogation or Interviewing of Students by Police in Schools

4.4.3. Policy 524 – Physical Restraint and Seclusion of Students in School Settings

4.4.4. Policy 704 – Violence Prevention

4.4.5. Policy 716 – Video Surveillance

**5. MEETING SUMMARIES**

**6. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**

**7. SUPERINTENDENT’S UPDATE**

**8. ADJOURNMENT**

8.1. Next Board of Education Meeting: December 5, 2023 at 5:30pm



**MINUTES OF THE REGULAR MEETING  
The Board of Education  
School District #33 (Chilliwack)**

**Date of Meeting:** Tuesday, October 10, 2023

**Location:** School District Office

**Members Present:**

Chair	Willow Reichelt
Vice-Chair	Carin Bondar
Trustee	Heather Maahs
Trustee	Richard Procee
Trustee	Margaret Reid
Trustee	David Swankey
Trustee	Teri Westerby

**Staff Present:**

Superintendent	Rohan Arul-pragasam
Secretary Treasurer	Simone Sangster
Assistant Superintendent	Paula Jordan
Assistant Superintendent	Kirk Savage
Assistant Superintendent	Dave Manuel
Assistant Director of HR	Rachael Green
Executive Assistant	Talana McInally

---

**1. CALL TO ORDER**

**1.1. Call to Order**

The Board Chair called the meeting to order at 5:30 p.m. – **Welcome, Acknowledgment of Traditional Territory and Diversity Statement**

**1.2. Adoption of the Agenda**

**178.23** Moved by: Trustee Reid  
Seconded by: Trustee Bondar

THAT the agenda be adopted as circulated.

**CARRIED**

**1.3. Approval of the Minutes**

**179.23** Moved by: Trustee Swankey  
Seconded by: Trustee Westerby

THAT the minutes of the September 12, 2023 Regular Board Meeting and September 26, 2023 Special Regular Board Meeting be approved as circulated.

**CARRIED**

**2. INFORMATION ITEMS**

**2.1. Budget Timelines and Financial Reporting**

In accordance with Policy 610 Financial Planning and Reporting, the board reviewed the budget timeline as presented by the Secretary Treasurer at the Board meeting.

**2.2. BCSTA Report**

Trustee Reid provided an update on matters related to the BCSTA.

**2.3. Trustee Written Reports**

Trustees submitted written reports listing key activities they've attended since the last public board meeting as well as upcoming events.

**3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA**

- Land Acknowledgement
- Policy 401 – Staff Conflict of Interest

Meeting Recessed at 5:38 pm  
Meeting called back to order at 5:42 pm

**4. ACTION ITEMS**

**4.1. Capital Plan Bylaw No. 2023/24-CPSD33-02**

**180.23** Moved by: Trustee Swankey  
Seconded by: Trustee Westerby

THAT the Board approve three readings of Capital Project Bylaw No. 2023/24-CPSD33-02 at the October 10, 2023 Regular Board Meeting. *(vote must be unanimous)*

**CARRIED**

**181.23** Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the Board approve first, second, and third reading and adoption of Capital Project Bylaw No. 2023/24-CPSD33-02.

**CARRIED**

**4.2. Policy Renovation Project – Policies to be Reaffirmed**

**4.2.1. Policy 550 Employee Recognition**

**182.23** Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the Board of Education reaffirm Policy 550 Employee Recognition as presented.

**CARRIED**

**4.3. Policy Renovation Project – Policies to be Repealed**

**4.3.1. Policy 307 Supervision and Evaluation of Principals and Vice Principals**

**183.23** Moved by: Trustee Bondar  
Seconded by: Trustee Reid

Meeting Recessed at 6:16 pm  
Meeting called back to order at 6:23 pm

THAT the Board of Education repeal Policy 307 Supervision and Evaluation of Principals and Vice Principals.

**CARRIED**

**For: Bondar, Procee, Reichelt, Reid, Swankey, Westerby  
Opposed: Maahs**

**4.3.2. Policy 401 Staff Conflict of Interest**

**184.23** Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the Board of Education repeal Policy 401 Staff Conflict of Interest.

**CARRIED**

**For: Bondar, Procee, Reichelt, Reid, Swankey, Westerby  
Opposed: Maahs**

**4.3.3. Policy 428 Expenses**

**185.23** Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the Board of Education repeal Policy 428 Expenses.

**CARRIED**

**For: Bondar, Procee, Reichelt, Reid, Swankey, Westerby  
Opposed: Maahs**

**4.3.4. Policy 706 Emergency Closure**

**186.23** Moved by: Trustee Bondar  
Seconded by: Trustee Reid

THAT the Board of Education repeal Policy 706 Emergency Closure.

**CARRIED**

**For: Bondar, Procee, Reichelt, Reid, Swankey, Westerby  
Opposed: Maahs**

**4.3.5. Board Regulation 701.2 Bus Driver Medicals**

**187.23** Moved by: Trustee Bondar  
Seconded by: Trustee Westerby

THAT the Board of Education repeal Board Regulation 701.2 Bus Driver Medicals.

**CARRIED**

**5. MEETING SUMMARIES**

Meeting summaries were provided listing In-Camera and/or Special In-Camera and Learning Session items since the last Regular Public Board Meeting.

**6. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING AGENDA ITEMS**

- No comments or questions were received

**7. SUPERINTENDENT’S REPORT**

The Superintendent provided an update on key items and events in the district since the last public board meeting.

**8. ADJOURNMENT**

The meeting was adjourned at 7:03 p.m.

**8.1. Next Board of Education Meeting Date**

**Tuesday, November 7, 2023  
5:30 p.m.  
School District Office**

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

## **BOARD OF EDUCATION**

### **INFORMATION REPORT**

**DATE:** November 7, 2023  
**TO:** Board of Education  
**FROM:** David Swankey, Budget Advisory Committee Chair  
**RE:** **BUDGET ADVISORY COMMITTEE MINUTES**

---

The Board of Education will receive the Budget Advisory Committee Minutes of October 26, 2023.

# Minutes



## REPORT OF THE BUDGET ADVISORY COMMITTEE

Meeting Held Thursday, October 26, 2023 – 4:00 p.m.

School District Office

### Attendance:

Committee Members:	David Swankey Heather Maahs Reid Clark Debbie Street Nicole Driscoll Niki Wiens Bulvant Singh Melissa Zhang	Trustee (Chair) Trustee CTA CUPE CPVPA Management Group Community Rep Student Rep – SSS
Staff:	Simone Sangster Mark Friesen Lisa Champagne	Secretary Treasurer Assistant Secretary Treasurer Executive Assistant (Recorder)
Regrets:	Rohan Arul-pragasam Richard Procee Kevin Josephson Talana McInally Tracey O'Hara Jessica Clarke Jasper Oberst	Superintendent Trustee Manager of Financial Reporting and Analytics Executive Assistant (Recorder) CUPE DPAC Student Rep – Imagine High
Absent:	Gail Point Jenna Kaplan	IEAC Student Rep – GWG

### 1. Call to Order

Chair Swankey called the meeting to order at 4:04 p.m. – Welcome and Indigenous Land Acknowledgement.

### 2. Approval of Agenda

THAT the agenda be amended to move item 7. Budget Timelines/Financial Reporting to precede item 6. FSDA: Review of 2022/23 Year-end Results by unanimous consent.

CARRIED

THAT the agenda be approved as amended by unanimous consensus.

CARRIED



3. **Approval of Minutes**

THAT the minutes of the May 4, 2023 meeting be amended to correct the date in item 4 to April 18, 2023 and be approved as amended by unanimous consensus.

CARRIED

4. **Committee Representation and Introductions**

Trustee Swankey reviewed the committee's partner representation for 2023/24 and meeting attendees introduced themselves.

5. **Committee Orientation – Terms of Reference, Meeting Agenda Schedule**

The Secretary Treasurer reviewed the Committee's Terms of Reference, the meeting dates and agenda items for the year.

6. **FSDA: Review of 2022/23 Year-end Results**

The Assistant Secretary Treasurer presented an overview of the 2022/23 Financial Discussion & Analysis report. The FSDA explains the 2022/23 year-end results and is a supplementary report to the 2022/23 audited financial statements.

7. **Budget Timelines/Financial Reporting**

The 2023/24 Budget Timelines were reviewed by the Secretary Treasurer explaining the Amended and Preliminary budget items to be brought to the Budget Advisory Committee and then to the Board of Education prior to meeting Ministry deadlines.

8. **September Quarterly Financial Report**

The Assistant Secretary Treasurer presented the Quarterly Financial Report for the quarter ended September 30, 2023. Revenue and expense items were reviewed, and an explanation of the significant variances was provided. This report is based on the Preliminary Budget.

9. **Adjournment**

The meeting was adjourned 5:10 p.m.

## **BOARD OF EDUCATION**

### **INFORMATION REPORT**

**DATE:** November 7, 2023  
**TO:** Board of Education  
**FROM:** Simone Sangster, Secretary Treasurer  
**RE: BUDGET ADVISORY COMMITTEE REPORT**

---

The Board of Education will receive the September 2023 Quarterly Report and Written Financial Report as presented to the Budget Advisory Committee on October 26, 2023.

# Chilliwack School District

Quarterly Financial Report - July 1, 2023 to September 30, 2023

OPERATING FUND	Year-to-Date Jul 1, 2023 to Sep 30, 2023				PRELIM ANNUAL BUDGET 2023-2024
	Y-T-D BUDGET 2023/24	July to Sep ACTUALS	Variance Favourable (Unfavourable)	%	
<b>REVENUE</b>					
Provincial Grants, Ministry of Education	19,092,908	19,092,908	-	0.0%	170,085,727
LEA/Direct Funding From First Nations	264,038	279,124	15,086	5.7%	2,640,377
Provincial Grants, Other	20,000	31,660	11,660	58.3%	200,000
International Student Tuition	195,300	196,714	1,414	0.7%	2,170,000
Other Revenue	310,500	341,603	31,103	10.0%	567,174
Rentals & Leases	57,500	37,575	(19,925)	-34.7%	250,000
Investment Income	294,999	371,167	76,168	25.8%	1,180,000
<b>Total Revenue</b>	<b>20,235,245</b>	<b>20,350,751</b>	<b>115,506</b>	<b>0.6%</b>	<b>177,093,278</b>
<b>EXPENSE</b>					
Salaries					
Teachers	7,898,426	8,139,352	(240,926)	-3.1%	77,158,117
Principals & Vice-Principals	2,247,842	2,099,604	148,238	6.6%	9,654,663
Education Assistants	1,697,052	1,753,617	(56,565)	-3.3%	16,885,671
Support Staff	3,299,244	3,326,772	(27,528)	-0.8%	16,220,418
Other Professionals	926,572	863,466	63,106	6.8%	3,946,286
Substitutes	791,076	774,293	16,782	2.1%	6,892,178
Total Salaries	16,860,212	16,957,104	(96,892)	-0.6%	130,757,333
Employee Benefits	4,305,226	4,075,128	230,098	5.3%	31,873,105
Total Salary & Benefits	21,165,438	21,032,232	133,206	0.6%	162,630,438
Services & Supplies	4,358,116	4,293,544	64,572	1.5%	17,166,144
<b>Total Expense</b>	<b>25,523,554</b>	<b>25,325,776</b>	<b>197,778</b>	<b>0.8%</b>	<b>179,796,582</b>
<b>Net Revenue (Expense)</b>	<b>(5,288,309)</b>	<b>(4,975,024)</b>	<b>313,283</b>	<b>1.23%</b>	<b>(2,703,304)</b>
School Surpluses Included	96,563	96,563	-		965,629
Indigenous Ed Surplus Included	70,000	70,000	-		700,000
Capital Asset Purchases	-	-	-		(300,000)
<b>Surplus (Deficit) for Year</b>	<b>(5,121,746)</b>	<b>(4,808,461)</b>	<b>313,283</b>		<b>(1,337,675)</b>

# Chilliwack School District

Quarterly Financial Report - July 1, 2023 to September 30, 2023

OPERATING FUND	Year-to-Date Jul 1, 2023 to Sep 30, 2023				PRELIM ANNUAL BUDGET 2023-2024
	Y-T-D BUDGET 2023/24	July to Sep ACTUALS	Variance Favourable (Unfavourable)	%	
<b>SERVICE &amp; SUPPLIES BREAKDOWN:</b>					
Services	1,446,083	1,654,746	(208,663)	-14.4%	4,515,399
Student Transportation	7,349	3,062	4,287	58.3%	33,000
Professional Development & Travel	272,336	300,335	(27,999)	-10.3%	1,222,860
Rentals & Leases	-	-	-	100.0%	25,000
Dues & Fees	99,781	122,484	(22,703)	-22.8%	268,433
Insurance	120,000	122,007	(2,007)	-1.7%	353,849
Supplies	2,018,831	1,738,907	279,924	13.9%	8,227,603
Utilities	393,736	352,002	41,734	10.6%	2,520,000
<b>Total Services &amp; Supplies</b>	<b>4,358,116</b>	<b>4,293,544</b>	<b>64,572</b>	<b>1.5%</b>	<b>17,166,144</b>



# Quarterly Financial Report September 2023

October 26, 2023

This report is provided in accordance with [Policy 610](#): Financial Planning and Reporting Policy; “Throughout the fiscal year, management will provide regular reporting which will compare actual and forecasted expenditures to the budget plan.”

This report is based on our Preliminary Budget which creates some significant variances due to financial changes that have occurred since it was prepared. Future Quarterly Reports will be based on the Amended Budget and will be more in line with current realities.

The year-to-date budget has been trended to correspond with how we anticipate costs and revenues to be incurred.

## REVENUES

**Provincial Grants, Ministry of Education** – The current government grants are based on our Preliminary Budget enrolment estimates. Once our higher enrolment is confirmed in December, our grants will increase accordingly.

**LEA/Direct Funding From First Nations** – The Preliminary Budget amount was based on 2021-22 enrolment numbers. When the enrolment numbers for 2022-23 were finalized in June, they were higher, this will be reflected in our Amended Budget.

**Provincial Grants, Other** – The variance is in Skills BC grants for students enrolled in Trades Programs, and is due to timing.

**International Students** – International revenues are in line with budget.

**Rental & Leases** – Rentals tend to be lower in the summer months. We anticipate this to be closer to budget as the year progresses.

**Investment Income** – Interest rates average 5.50% for the first three months of the year, versus 3.21% for the same period last year. The Preliminary budget assumed a 5.00% interest rate for 2023-24.

## WAGES & BENEFITS

**Teachers** – The negative variance is because we added teachers to what was in the Preliminary Budget. Enrolment numbers came in much higher than the projections for enrollment. We are working on finalizing the enrolment and this increase will be reflected in the Amended Budget.

**Principals & Vice-Principals** – The budgeted July 1st wage increase has not yet come through.

**Education Assistants** – Along with the increased enrolment there is a large increase in students with special needs, and an increase in the number of temporary EA's needed to support these children until a detailed analysis in October.

**Other Professionals** –The budgeted July 1st wage increase has not yet come through.

**Substitutes** – Last year we were under budget by 18.5% at the end of September. This year with the non-certified TTOC's we are better able to provide substitutes.

**Employee Benefits** – Benefits are tracking to budget quite closely. The budgeted July 1 excluded wage increase will also increase benefit expenses when it comes through.

## SERVICES & SUPPLIES

**Services** are tracking higher than budget. Facilities services are \$160,000 over budget for the quarter. International expenses are charged early in the year and are \$60,000 over budget.

**Student Transportation** has not had many expenses so far this year as we have not had to contract out bussing for our student needs. The amount listed \$3062 reflects a 2022-23 expense invoiced late.

**Professional Development & Travel** expenses are slightly above budget. This reflects spending on the All Leaders Retreat and the Day of Reconciliation.

**Dues & Fees** are tracking higher than budget. Most of these additional fees come from UFV career courses which indicates that more students are taking career courses than what was projected.

**SERVICES & SUPPLIES**  
Continued

**Supplies** spending is below budget with facilities and district expenses up \$160,000 while Schools and Indigenous Education are \$440,000 under budget. Specific examples of supplies over budget include:

- Maintenance Fuel up \$12,000
- Transportation Supplies up \$45,000
- IT up \$57,000

**Utilities** are tracking a little below the trended budget. The warm temperatures result in less need for heating buildings.

**OTHER ITEMS**

**School Surpluses Included** – With our school-based budgeting, we allow schools to carry over any prior year surplus. This is added to our year end reserves but gets transferred out for the schools to use in the current year.

**Indigenous Ed Surplus** – The supplemental Indigenous Ed funding is targeted, and any surplus is treated similarly to school surpluses. It is added to our year end reserves but gets transferred out for Indigenous Programs to use in the current year.

**Capital Asset Purchases** – This is for purchases of capital equipment, vehicles, and portables.

---

# TRUSTEE REPORT

---

Trustee: Margaret Reid

Report Date: Nov 7th

## KEY ACTIVITIES SINCE LAST BOARD MEETING

*List of key dates/activities related to the Trustee role, including school visits and school initiatives/events, committee attendance, conference attendance, etc.*

- Board learning Session – Accessibility Act – Oct17
- BCSTA Provincial Council Oct 20-21
- Learning Session – Farm 2 Schools - October 25<sup>th</sup>
- Webinar – Columbia Institute – Women in Politics – Oct 26<sup>th</sup>
- DPAC Meeting – Oct 26<sup>th</sup>
- In-Camera Meeting – Oct 31
- CHC Community Engagement day (Poverty Reduction) – Nov 6<sup>th</sup>
- CYC Meeting – Nov 7<sup>th</sup>

## UPCOMING EVENTS OF INTEREST TO THE BOARD

- BCSTA Academy Nov 23-25
- Chilliwack Healthier Communities Nov 28<sup>th</sup>
- BCSTA FV Branch meeting Nov 9<sup>th</sup>
- Nov 11<sup>th</sup> – Remembrance Day Ceremonies
- All Partners Meeting Nov 29th
- DPAC Meeting – Nov 30<sup>th</sup>
- Chilliwack Youth Council – Dec 5<sup>th</sup>

### **BCSTA Education opportunities:**

November 16, 5 – 7 pm

Planning for Student Success

January 11, 5 – 7 pm

Financial & Resource Management



---

# TRUSTEE REPORT

---

Trustee: David Swankey

Report Date: Nov 1<sup>st</sup>, 2023

## KEY ACTIVITIES SINCE LAST BOARD MEETING

*List of key dates/activities related to the Trustee role, including school visits and school initiatives/events, committee attendance, conference attendance, etc.*

- Oct 5<sup>th</sup> – Visited Bernard, McCammon, Strathcona and AD Rundle to acknowledge World Teacher Day
- Oct 5<sup>th</sup> – Met with FV Branch Past President to review branch work plan and communications.
- Oct 6<sup>th</sup> – Attended District Wide Professional Development at Chilliwack Coliseum
  - <https://sd33.bc.ca/our-journey-truth-and-reconciliation>
- Oct 11<sup>th</sup> – Participated in DPAC/Indigenous Ed. Department hosted Blanket Exercise at CSS NLC
- Oct 12<sup>th</sup> – Attended BCSTA Board of Directors/Branch Presidents Mtg as FV Branch President
  - Met with trustees throughout FV Branch in advance of the October 12<sup>th</sup> meeting. Feedback addressed several topics, most notably the increase of disruptions at public board meetings within the region.
- Oct 16<sup>th</sup> – Attended Cycle Chilliwack hosted launch of GoByBike Week at Cottonwood4 Cinema
  - Shout out to all SD33 students and staff that participated this fall.
- Oct 17<sup>th</sup> – Participated in Board Learning Session
  - <https://sd33.bc.ca/board-strategic-learning-sessions-2023-2024>
- Oct 19<sup>th</sup> – Attended Parent/Teacher Dinner hosted by Skowkale First Nation
- Oct 20<sup>th</sup>-21<sup>st</sup> – Attended BCSTA Provincial Council as Legislative Committee Chair
  - Highlights included a presentation from Metis Nation BC, and presentations from MoECC related both to the updated reporting order and effectively using data to inform board decisions.
  - No motions were recommended for consideration by the Legislative Committee. Three late motions were submitted to the assembly; all three were deemed emergent and were approved by delegates.
- Oct 23<sup>rd</sup> – Chaired BCSTA Bylaw Review Committee Mtg.
- Oct 26<sup>th</sup> – Chaired District Budget Advisory Committee Mtg
  - Warm welcome to new committee members.
- Oct 28<sup>th</sup> – Attended DsBC's 321 SUMMIT Conference
  - Highlights included self-advocates and leaders speaking to their experiences in the public education system as students, and experts speaking to the importance of supporting mental wellness.
- Oct 30<sup>th</sup> – Attended BCSTA Board of Directors/Branch Presidents Mtg as FV Branch President
  - Discussion addressed recent correspondence through BCSTA Branch Presidents with the Office of the BC Human Rights Commissioner
- Oct 30<sup>th</sup> – Chaired BCSTA FV Branch Executive Meeting
  - Work plan and agendas were reviewed. Branch meeting dates are noted in 'upcoming events'
- Oct 31<sup>st</sup> – Attended Special In-Camera Mtg of the Board of Education

## UPCOMING EVENTS OF INTEREST TO THE BOARD

- Nov 9<sup>th</sup> – BCSTA FV Branch Mtg in Mission
  - Agenda and registration details are in trustee's inbox. A motion building workshop is planned, and a light business agenda will follow. Please be in touch if you have any questions or require any assistance.
- Nov 23<sup>rd</sup>-26<sup>th</sup> – BCSTA Academy
  - <https://bcsta.org/event-info/trustee-academy/>
- Nov 30<sup>th</sup>-Dec 2<sup>nd</sup> – 27<sup>th</sup> Annual FNEESC Education Conference
  - <http://www.fnesc.ca/conference/>
- Jan 27<sup>th</sup> – FV Branch is hosting a BCSTA facilitated a full-day Learning Session in Chilliwack
  - Working agenda includes presentations from FNEESC, MoECC & RCYBC
  - Registration will open mid-November
- Jan 29<sup>th</sup> – BCSTA FV Branch AGM in Maple Ridge
- April 18<sup>th</sup>-21<sup>st</sup> – BCSTA AGM

---

# TRUSTEE REPORT

---

Trustee: Teri Westerby

Report Date: Nov 1, 2023

## KEY ACTIVITIES SINCE LAST BOARD MEETING

*List of key dates/activities related to the Trustee role, including school visits and school initiatives/events, committee attendance, conference attendance, etc.*

- Oct 17 – Board Learning Session & Accessibility Act Board Learning
- Oct 19 – Skowkale, Aitchelitz, and Yakwekwioose School Family Dinner – Keynote Speaker
- Oct 19 to 22 – BCEdAccess & BC People First AdvoCon2023: Breaking Barriers Together
- Oct 30 – School visit at Kw'iyeqel Secondary School
- Oct 30 – School visit at Sardis Elementary School
- Oct 31 – Special In-Camera Meeting
- Nov 2 & 3 – BCPSEA 2023 Symposium: Insight and Opportunities, Human Resources in Education
- Nov 6 – Accessibility Committee for Inclusive Education meeting

## UPCOMING EVENTS OF INTEREST TO THE BOARD

- BCSTA Trustee Academy – November 23 to 25
- FNEESC Education Conference – Nov 30<sup>th</sup> to Dec 2<sup>nd</sup>

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** November 7, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY MANUAL ANALYSIS**

---

#### **BACKGROUND:**

The Chilliwack Board of Education is responsible for formulating policies under which the district functions and for keeping policies current and functional. The Board has an extensive collection of bylaws, policies, board regulations, and administrative regulations to support governance and operations within the district. An analysis of existing bylaws, policies, and board regulations was completed at the end of 2019 to identify areas for review in order to:

- provide greater clarity,
- pinpoint policies that are no longer current, and/or
- assess board and administrative regulations that are primarily operational in nature.

At its January 14, 2020, meeting, the Board directed the Superintendent to initiate a formal review process to ensure that district policies and regulations are current and aligned with the School Act, Regulations and Orders in Council, and Ministerial Orders. The policies to be repealed and reaffirmed in today's Board agenda are the last policies reviewed in the old policy manual.

#### **ANALYSIS:**

- We had **145** Bylaws, Policies and Board Regulations in the old policy manual.
- In the revised policy manual, we have:
  - Bylaws - **5**
  - 100 Policy Section - Governance - **22** policies reaffirmed.
  - 200 Policy Section - Partner & Community Relations - **13** policies reaffirmed.
  - 300 Policy Section - Students, Instruction & Programs - **20** policies reaffirmed.
  - 400 Policy Section - Health & Safety - **1** policy reaffirmed.
  - 500 Policy Section - Human Resources - **2** policies to be reaffirmed & **2** policies reaffirmed.
  - 600 Policy Section - Business & Support Services - **10** policies reaffirmed.
- Total policies reaffirmed = **73**
  - **Two** policies remaining to be reaffirmed at the November 7<sup>th</sup> Board Meeting.

- Total policies repealed = **70**
  - **Five** policies remaining to be reaffirmed at the November 7th Board Meeting.
- Sections 200 and 300 - **Four** policies were merged into **two** policies.
  - Policy 606 - Challenges to the use of Learning Resources and Policy 601 - Learning Resources were merged into Policy 380 Learning Resources.
  - Policy 504 - Ordinarily Resident & Non-Resident Students and Policy 508 - Distance Learning Ordinarily Resident were merged into Policy 321.
- **Five** Governance policies were merged into **two** Governance policies.
- **Thirteen** Governance policies were merged into Bylaw 5
- New policies = **Two** (Policy 210 – Privacy and Policy 662 – Child Care)

The administrative procedure manual review is in its final phase. In line with the District's Accessibility Plan, the next step will involve conducting a barrier scan of policies and procedures to ensure their alignment with accessibility standards.

A framework for a routine review process is currently under development and work is planned to be initiated in the new calendar year. Once this is complete, a new process will be established for reviewing the policy manual (and admin procedures - done by staff) to enhance clarity, ensuring Boards of Education can complete the analysis during their tenure as governors.

## BOARD OF EDUCATION

### INFORMATION REPORT

**DATE:** November 7, 2023  
**TO:** Board of Education  
**FROM:** Margaret Reid, BCSTA Representative  
**RE:** **BCSTA REPORT**

---

Margaret Reid, BCSTA Representative, will provide a BCSTA update:

- Provincial Council was Oct 20-21 in Vancouver and in addition to regular business and committee reports three emergent motions were brought forward, voted on and passed:
  - Support for Youth Mental Health
  - Pay Equity Supplement Advocacy
  - Request for the Minister's Support for Equity, Diversity, and Inclusion
- Provincial Council Synopsis is available in our BCSTA email via link
- Academy is Nov 23-25<sup>th</sup> in Vancouver – “Guiding a Healing Journey”
- Our Branch engagement dates are:
  - November 9th, 6:00pm-9:00pm, at Mission Secondary School - Motion Writing Workshop & Business Mtg – A REMINDER TO REGISTER! (See email)
  - November 24th, 7:30am-9:00am, at BCSTA Academy - Business Mtg & Opening of Branch AGM Nominations
  - January 27th, 8:00am-4:00pm, at Chilliwack Curling Club - BCSTA Facilitated Learning Series
  - January 29<sup>th</sup> at Maple Ridge Secondary - AGM & Business Mtg
- Other Important dates:
  - February PC motions: **January 24**
  - AGM extraordinary motions: **February 8**
  - AGM substantive motions: **February 16**
- **Education opportunities:**
  - November 16, 5 – 7 pm: Planning for Student Success
  - January 11, 5 – 7 pm: Financial & Resource Management

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 7, 2023

**TO:** Board of Education

**FROM:** Rohan Arul-pragasam, Superintendent

**RE:** **2024 – 2027 DRAFT THREE YEAR SCHOOL CALENDAR**

---

#### **RECOMMENDATION:**

The Board of Education approve the outlined feedback process for the 2024-2027 three-year Local School Calendar for employees, parents, guardians, and caregivers.

#### **BACKGROUND:**

The Chilliwack School District and the Chilliwack Teachers' Association have agreed on a three-year calendar framework. The Chilliwack School District is welcoming feedback and comments until November 27, 2023, about the proposed three-year calendar for the school years 2024-25 through 2026-27. The calendar sets out winter and spring breaks, as well as school closure days, including District-Wide Professional Days and Assessment Evaluation Days. The Chilliwack School District has incorporated a school calendar that has included a 2-week spring break since the 2014-2015 school year.

The local school calendars for the school years 2024-25 through 2026-27 in School District #33 (Chilliwack) will include the following:

- A Two-week Spring Break.
- One Administration Day.
- Six Professional Days, including a School Based Professional Day.  
One of the remaining five professional days (excluding the provincial day), or the cumulative professional activities during the year amounting to one day will be focused on enhancing Indigenous student achievement and integrating Indigenous world views and perspectives into learning environments.
- Three Days for Student Assessment/Evaluation and Parent/Teacher Consultation. These days will support student assessment/evaluation and parent/teacher consultation as per the Collective Agreement.
- Note that the District School-Based Professional Day scheduled yearly may change based on feedback from schools.

As per Section 87.01 (7) of the School Act and School Calendar Regulations, a Board of Education must make a proposed school calendar available to parents of students and representatives of employees of the Board of Education for feedback, at least one month prior to submission of the calendar to the Minister on March 31st. As such,

- The survey will be posted on the district website from November 8th to November 27<sup>th</sup> with a link to an online survey,
- The online survey link will be e-mailed to all parents/guardians/caregivers,
- Information regarding survey will be advertised in the Progress Newspaper,
- Information regarding the online survey will be e-mailed to all school sites to share with parents/guardians/caregivers and staff via school newsletters,
- Copies of the survey will be made available at the Board office for parents/guardians/caregivers who prefer to provide feedback on paper.

# 2024/2025 DRAFT SCHOOL CALENDAR

**INSTRUCTIONS:** Using the Fill Colour tool, highlight the Non-Instructional days and Vacation Periods with the colours in the legend.

- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday
- National Day for Truth and Reconciliation

**Please Note** - Easter Monday and Boxing Day are not observed statutory

**NOTES:**

- School Reopens = Sep 5
- NID #1 (District/SB) = Oct 11
- Thanksgiving Day = Oct 14
- NID #2 (Provincial) = Oct 25
- NID #3 = Nov 8
- Remembrance Day = Nov 11
- Last day in December = Dec 20
- First Day Back in January = Jan 6
- NID #4 = Feb 14
- Family Day = Feb 17
- Spring Break = Mar 17-28
- Good Friday = April 18
- Easter Monday = April 21
- NID #5 = April 25 CTA Day
- NID #6 = May 16
- NID #7, #8, #9 - A&E Days
- Victoria Day = May 19
- Last Day for Students = June 27

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					19

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		22

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						20

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				15

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						20

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
						19

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
						11

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						20

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						21

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						20

**DAYS IN SESSION** 187  
**INSTRUCTIONAL DAYS** 177



# 2025/2026 DRAFT SCHOOL CALENDAR

**INSTRUCTIONS:** Using the Fill Colour tool, highlight the Non-Instructional days and Vacation Periods with the colours in the legend.

- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday
- National Day for Truth and Reconciliation

**Please Note** - Easter Monday and Boxing Day are not observed statutory

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				20

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	22

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						19

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			15

**NOTES :**

- School Reopens = Sep 2
- NID #1 (District/SB) = Oct 10
- Thanksgiving Day = Oct 13
- NID #2 (Provincial) = Oct 24
- NID #3 = Nov 10
- Remembrance Day = Nov 11
- Last day in December = Dec 19
- First Day Back in January = Jan 5
- NID #4 = Feb 13
- Family Day = Feb 16
- Spring Break = Mar 16-27
- Good Friday = April 3
- Easter Monday = April 6
- NID #5 = April 24 (CTA Day)
- NID #6 = May 15
- NID #7, #8, #9 - A&E Days
- Victoria Day = May 18
- Last Day for Students = June 25

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						20

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						19

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				12

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		20

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				20

**DAYS IN SESSION** 187  
**INSTRUCTIONAL DAYS** 177

# 2026/2027 DRAFT SCHOOL CALENDAR

**INSTRUCTIONS:** Using the Fill Colour tool, highlight the Non-Instructional days and Vacation Periods with the colours in the legend.

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Instructional
- Non-Instructional
- Vacation Period
- Statutory Holiday
- National Day for Truth and Reconciliation

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			16

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Please Note** - Easter Monday and Boxing Day are not observed statutory

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					20

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		14

- NOTES:**
- School Reopens = Sep 8
  - NID#1 (District/SB) = Oct 9
  - Thanksgiving Day = Oct 12
  - NID #2 (Provincial) = 23
  - Remembrance Day = Nov 11
  - NID #3 = Nov 27
  - Last day in December = Dec 18
  - First Day Back in January = Jan 4
  - NID #4 = Feb 12
  - Family Day = Feb 15
  - Spring Break = Mar 15-26
  - Good Friday = March 26
  - Easter Monday = March 29
  - NID #5 = April 30
  - NID #6 = May 14
  - NID #7, #8, #9 - A&E Days
  - Victoria Day = May 17
  - Last Day for Students = June 24

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						19

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			12

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	22

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			19

**DAYS IN SESSION** 183  
**INSTRUCTIONAL DAYS** 173

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 7, 2023  
**TO:** Board of Education  
**FROM:** Simone Sangster, Secretary Treasurer  
**RE:** **BYLAW 5 – BOARD MEETING PROCEDURES (REVISED)**

---

#### **RECOMMENDATION:**

1. THAT the Board approve three readings of Bylaw 5 – Board Meeting Procedures (Revised).  
*(vote must be unanimous)*
2. THAT the Board approve first, second and third readings and adoption of Bylaw 5 – Board Meeting Procedures.

#### **BACKGROUND:**

The attached edits in Bylaw 5 – Board Meeting Procedures update the public participation sections of the Bylaw as follows:

- changes the method by which the board receives comments and questions during the public participation period to written questions and/ or comments either through the email or at the public meeting. The board values public participation, although it is not required under the school act. The recommendation is to change to written from oral questions and/ or comments to enable participation by those not at the meeting; and
- adds a public participation period to the special meeting agenda.

---

## BYLAW 5 BOARD MEETING PROCEDURES

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to establish Board meeting procedures.

WHEREAS the *School Act* provides that the Board may deal with such matters by bylaw.

AND WHEREAS the Board wishes to enact meeting procedures to ensure that meetings shall be conducted in a democratic and expeditious manner, with an intent to serve students and the public.

NOW THEREFORE the Board enacts as follows:

This bylaw may be cited as School District No. 33 (Chilliwack) Board Meeting Procedures Bylaw 5.

### 1. Oath of Office, Inaugural Meeting and Election of Board Officers

- 1.1. A person elected or appointed as a Trustee must take a prescribed oath of office, by oath or solemn affirmation, within the timelines outlined in the *School Act*, before taking their seat on the Board.
- 1.2. After the general local election of Trustees, the Secretary Treasurer will convene a first meeting of the Board as soon as possible and, in any event, within 30 days from the date that the new Board begins its term of office.
- 1.3. The Secretary Treasurer will call the meeting to order and will preside until a Chair has been elected.
- 1.4. The Secretary Treasurer will announce the results of Trustee elections and confirm that all Trustees have taken the oath of office, or will administer or cause the oath of office to be administered.
- 1.5. The Secretary Treasurer will call for nominations for the position of Board Chair.
  - 1.5.1. Trustees may not nominate themselves.
  - 1.5.2. Nominations do not require a seconder.
  - 1.5.3. After each nomination, the Secretary Treasurer will request that each candidate accept or decline their nomination.
  - 1.5.4. Once nominations are closed, Trustees, who have accepted a nomination, may address their colleagues for two minutes.
  - 1.5.5. Trustees who are not elected for one office may accept a nomination for another office.
- 1.6. The Secretary Treasurer will then conduct a vote by secret ballot. The Secretary Treasurer may designate one or more staff members as scrutineers to count the ballots. A person

receiving a clear majority of votes cast shall be elected Board Chair. If no person receives a majority, further ballots will be taken.

- 1.6.1. If more than two candidates are on a ballot and no majority is reached, then candidate/s with one vote will be eliminated from the next ballot.
  - 1.6.2. In the event of a 3-2-2 vote the Trustees with two votes will be on a separate ballot and the winner will be included in a final ballot with the Trustee who received three votes.
  - 1.6.3. The Secretary Treasurer will declare the duly elected Chair of the Board for the ensuing year and will vacate the Chair.
  - 1.6.4. All ballots shall be destroyed by motion of the Board.
- 1.7. Upon assuming the chair, the Board Chair will call for nominations for Vice-Chair, and then for the BCSTA Provincial Councilor and BCPSEA representative (and their alternates) for the ensuing year and will conduct each election in the same manner as described in 1.5 and 1.6 above.
  - 1.8. The Chair and Trustees serve at the pleasure of the Board or until the annual special meeting in the following December.

## **2. Annual Special Meeting and Election of Board Officers**

- 2.1. In the years when no inaugural meeting is required, an annual special meeting of the Board will be held no later than the second Tuesday in December. The Secretary Treasurer will preside as Chair at the meeting to elect a chair as per 1.5 and 1.6 above. When the Board Chair is elected, the Chair will then proceed as per 1.7 above.

## **3. Meetings of the Board - General Provisions**

- 3.1. Annually, the Board of Education will determine the schedule of Board meetings for the following school year.
- 3.2. All meetings will begin with an acknowledgement of Traditional Stó:lō Territory.
- 3.3. A quorum of the Board is a majority of the Trustees holding office at the time of the meeting.
- 3.4. Any Trustee with a conflict of interest shall immediately declare so and follow the guidelines in Policy 131 Trustee Conflict of Interest.
- 3.5. At the appointed time for commencement of a meeting, the presiding officer will ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next meeting date or until another meeting has been called in accordance with this Bylaw.
- 3.6. In the event both the Chair and Vice Chair are absent, a chair will be decided by drawing of lots of those trustees willing to have their name stand.

- 3.7. After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this Bylaw.
- 3.8. Meetings of the Board shall be conducted in accordance with this Bylaw and, where the Bylaw is silent, using Robert's Rules of Order, Newly Revised.
- 3.9. A motion, when introduced, brings business before the meeting.
  - 3.9.1. The presiding officer may divide a motion containing more than one subject and it will be voted on in the form in which it is divided.
  - 3.9.2. A replacement or substitute motion or an amendment should be worded in a concise, unambiguous, and complete form and, if lengthy or complex, should be provided in writing. Staff can provide assistance with wording, if requested.
  - 3.9.3. All debateable motions shall be seconded.
- 3.10. Wherever possible, requests for information are to be addressed prior to the question being considered.
- 3.11. Debate shall be strictly relevant to the question before the meeting and the presiding officer will advise speakers when violating this rule.
  - 3.11.1. Speakers shall be recognized by the Chair and will address remarks to the Chair.
  - 3.11.2. Each Trustee has the right to speak twice on the same question on the same day but cannot make second comments so long as any Trustee who has not spoken on that question desires to speak. No Trustee shall speak for more than three minutes at one time.
  - 3.11.3. Debate may be extended, subject to a motion requiring a majority vote.
- 3.12. A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and will be dealt with forthwith before resumption of business.
- 3.13. No Trustee shall interrupt another Trustee who has the floor except to raise a point of order or a point of privilege, or to disclose a conflict of interest.
- 3.14. It is expected that all Trustees present at a duly constituted meeting of the Board will vote on each motion, unless a Trustee has a declared conflict of interest, in which case the Trustee must not vote.
  - 3.14.1. The Board chair shall vote at the same time as other Trustees.
  - 3.14.2. Voting, unless elsewhere stipulated, shall be by show of hands. The record will indicate Trustees in favour, opposed or abstained for each motion.
- 3.15. The Board-approved written minutes are the official record of a meeting.

#### **4. Regular Public Meetings**

- 4.1. Regular Board meetings shall be open to the public.

- 4.2. The Chair will ensure that a draft agenda and notice of meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
  - 4.2.1. By notifying the Board Chair, Vice Chair or Superintendent eleven (11) days prior to the board meeting.
  - 4.2.2. By notice of motion at a previous meeting within the trustee's written report.
  - 4.2.3. As a request from a committee of the Board.
- 4.3. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.
- 4.4. The proposed agenda and supporting documentation will be posted on the district website on Friday afternoon prior to the meeting. Written notice of each meeting, together with the proposed agenda, will be provided to each Trustee by email using the school district provided email account at least 24 hours prior to the agenda being made public.
- 4.5. The order of business at regular Board meetings shall be:
  - 4.5.1. call to order, acknowledgement and inclusion statement
  - 4.5.2. adoption of agenda
  - 4.5.3. reading and approval of minutes
  - 4.5.4. strategic presentations/delegations
  - 4.5.5. reports
    - 4.5.5.1. Board Advisory and Working Committee written reports and/or minutes
    - 4.5.5.2. Trustee written reports
    - 4.5.5.3. information item reports
  - 4.5.6. public participation
  - 4.5.7. action items
  - 4.5.8. meeting summaries
  - 4.5.9. public participation
  - 4.5.10. superintendent update
  - 4.5.11. adjournment
- 4.6. An addition or deletion to the agenda, or change to the order of business, may be proposed by any Trustee at the adoption of the agenda. Any addition to the agenda, or change to the order of business, shall require a majority vote.
- 4.7. Trustee Reports
 

Trustees will prepare a short, written report regarding their liaison and representation assignments.
- 4.8. A regular meeting will stand adjourned at three hours after its commencement unless a resolution is passed by a majority vote to extend the hour of adjournment.
- 4.9. Minutes of the proceedings of regular meetings will be stored in digital format certified as correct by the Secretary Treasurer or other employee designated by the Board under the *School Act*, and signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
  - 4.9.1. The minutes of the regular public meeting will be open for inspection at all reasonable times.

4.9.2. Copies and extracts will be made available in accordance with the *School Act*.

4.10. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion to serve as acting Secretary Treasurer to record motions and their disposition.

4.11. In accordance with the *School Act*, the Chair may expel from the meeting a person, other than a Trustee, that the Chair considers is conducting themselves improperly.

4.11.1. A majority of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct.

## 5. Public Participation in the Public Meeting

5.1. Communication with the public is extremely important. The public Board meeting is the formally designated means of transacting Board business. Two public participation periods are therefore provided solely as a means for ensuring that community members have an opportunity to ask questions and/ or provide comments about business or issues pertaining to the Board agenda provided those questions or comments do not amount to defamation or statements contrary to section 7 of the Human Rights Code.

5.2. The public participation periods are open to questions and/ or comments from the public concerning the agenda.

5.2.1. Each public participation period will be allotted fifteen minutes.

5.2.2. Members of the public may submit questions and/ or comments for the Board in writing, through one of the following means:

(i) via email to [board@sd33.ca](mailto:board@sd33.ca) with the subject line Public Participation Question; or

(ii) during the board meeting through the form available at the board meeting.

5.2.3. Individuals will be limited to one question and/ or comment per person, per public participation period. Such item when read should not exceed a total of two minutes.

5.2.4. Questions and/ or comments will be asked in order of submission.

5.2.5. The board chair has discretion to call questions out of order. The writer of any question and/ or comment ruled out of order will be contacted and the item will be brought to the next in-camera board meeting.

5.2.6. Individuals are reminded that, when requests or questions are directed to the Board, actions or answers to many questions may be deferred pending Board consideration.

5.2.7. The Chair may indicate another means of response if question cannot be answered at the meeting. Questions and/or comments should be submitted by no later than 30 minutes before the start of the meeting for item 4.5.6 and no later than the start of the final public participation period item for 4.5.9.

5.3. Community members who have other comments or questions are encouraged to contact Trustees or the Superintendent or, if desired, to appear as a formal delegation on the Board agenda in accordance with section six of this Bylaw.



- 5.4. Matters currently under negotiation or litigation, or related to personnel or student circumstances, are not permitted and will not be addressed in the public participation periods.
- 5.5. The Chair shall have the authority to terminate the remarks of any individual who does not adhere to this Bylaw.

## **6. Delegations**

- 6.1. Delegations comprised of an individual or groups of students, parents, teachers and others are welcome at regular meetings.
- 6.2. Delegations that wish to appear before the Board shall submit a request in writing to the Secretary Treasurer ten days prior to the meeting, outlining the item(s) they wish to present and naming a spokesperson.
- 6.3. A maximum of ten minutes will be allowed for each delegation to make a presentation.
- 6.4. The Secretary Treasurer will review the delegation request at the agenda review meeting and, if accepted, will then make the appropriate arrangements for the delegation to appear.
- 6.5. A delegation accepted to appear before the Board may present written material to the Board which must be provided at least five working days prior to the meeting for inclusion on the Board agenda.
- 6.6. The Board will hear the delegation's presentation and the Trustees may ask questions for clarification. The Board will ordinarily take the presentation under advisement and will take action after due deliberation, usually at a subsequent meeting.
- 6.7. If circumstances warrant, the Board may receive such individuals or delegations "in-camera".

## **7. In-camera Board Meetings**

- 7.1. If, in the opinion of the Board, the public interest so requires, persons other than Trustees may be excluded from a meeting.
- 7.2. Unless otherwise determined by the Board, the following matters shall be considered in an in-camera meeting:
  - 7.2.1. salary claims and adjustments and consideration of requests of employees and Board officers with respect to collective bargaining procedures;
  - 7.2.2. accident claims and other matters where Board liability may arise;
  - 7.2.3. legal opinions respecting the liability or interest of the Board;
  - 7.2.4. the conduct, efficiency, discipline, suspension, termination or retirement of employees;
  - 7.2.5. medical reports;
  - 7.2.6. matters pertaining to individual students including the conduct, discipline suspension or expulsion of students;

- 7.2.7. staff changes including appointments, transfers, resignations, promotions and demotions;
  - 7.2.8. purchase of real property including the designation of new sites, consideration of appraisal reports and accounts claimed by owners, determination of Board offers and expropriation procedures;
  - 7.2.9. lease, sale or exchange of real property prior to finalization thereof;
  - 7.2.10. matters pertaining to the safety, security or protection of Board property; and
  - 7.2.11. such other matters where the Board decides that the public interest is best served.
- 7.3. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion to serve as acting Secretary Treasurer for the purpose of the meeting, to record motions and their disposition.
  - 7.4. No Trustee shall disclose to the public the proceedings of an in-camera meeting unless a resolution has been passed at the in-camera meeting to allow such disclosure, except such as might be necessary to enforce the conflict of interest provisions of the *School Act*.
  - 7.5. The Board will prepare a meeting summary listing the general nature of the matters discussed. The in-camera meeting summary will be presented at the next regular public meeting of the Board.
  - 7.6. The Chair will ensure a draft agenda and notice of an in-camera meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
    - 7.6.1. By notifying the Board Chair, Vice Chair or Superintendent eleven (11) days prior to the meeting.
    - 7.6.2. By notice of motion at the previous meeting.
    - 7.6.3. As a request from a committee of the Board.
  - 7.7. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.
  - 7.8. The proposed agenda and supporting documentation will be provided to each Trustee by email using the school district provided email account at least 48 hours prior to the meeting.
  - 7.9. The order of business at in-camera meetings shall be:
    - 7.9.1. call to order
    - 7.9.2. meeting attendance
    - 7.9.3. adoption of agenda
    - 7.9.4. approval of minutes
    - 7.9.5. information items
    - 7.9.6. action items
    - 7.9.7. adjournment
  - 7.10. A change to the order of business may be proposed by any Trustee at the adoption of the agenda. Any addition or deletion to the agenda, or change to the order of business, shall require a majority vote.

7.11. An in-camera meeting shall adjourn or recess at least 15 minutes before the regular public meeting and shall not exceed a total of 2 hours unless a resolution is passed by a majority vote to extend the hour of adjournment.

## 8. Special Meetings

- 8.1. Special meetings are any Board meetings held between the regularly scheduled meetings.
- 8.2. A special public or special in-camera meeting of the Board may be called by the Chair or, upon written request by a majority of the Trustees, will be called by the Secretary Treasurer.
- 8.3. The agenda and supporting documentation will be provided to each Trustee by email using the school district provided email account at least 48 hours prior to the meeting.  
Unless delivery of a written notice and the agenda is waived by a majority vote of Trustees holding office, given all reasonable steps have been taken to notify all Trustees of the meeting.
- 8.4. A Public participation period of five minutes with procedures outlined in item 5.2 shall be provided.
- 8.5. No business other than that for which the meeting was called shall be conducted at the meeting unless waived unanimously by all Trustees present.
- 8.6. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion as acting Secretary Treasurer for the purpose of the meeting, to record motions and their disposition.

## 9. Electronic Participation by Trustees

- 9.1. In accordance with the *School Act*, Trustees may participate in or attend a meeting of the Board by telephone or other means of communication, provided that all Trustees and other persons participating in or attending the meeting are able to communicate with each other.
- 9.2. If a Trustee participates in or attends a meeting of the Board by telephone or other means of communication, the Trustee is to be counted for the purpose of establishing a quorum.

READ A FIRST TIME THE 12<sup>th</sup> day of September 2023  
READ A SECOND TIME THE 12<sup>th</sup> day of September 2023  
READ A THIRD TIME AND ADOPTED THE 12<sup>th</sup> day of September 2023

---

Board Chair

---

Secretary Treasurer

---

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: February 8, 2022  
Amended: February 7, 2023, September 12, 2023

---

## BYLAW 5 BOARD MEETING PROCEDURES

A BYLAW OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (Chilliwack) (hereinafter called "the Board") to establish Board meeting procedures.

WHEREAS the *School Act* provides that the Board may deal with such matters by bylaw.

AND WHEREAS the Board wishes to enact meeting procedures to ensure that meetings shall be conducted in a democratic and expeditious manner, with an intent to serve students and the public.

NOW THEREFORE the Board enacts as follows:

This bylaw may be cited as School District No. 33 (Chilliwack) Board Meeting Procedures Bylaw 5.

### 1. Oath of Office, Inaugural Meeting and Election of Board Officers

- 1.1. A person elected or appointed as a Trustee must take a prescribed oath of office, by oath or solemn affirmation, within the timelines outlined in the *School Act*, before taking their seat on the Board.
- 1.2. After the general local election of Trustees, the Secretary Treasurer will convene a first meeting of the Board as soon as possible and, in any event, within 30 days from the date that the new Board begins its term of office.
- 1.3. The Secretary Treasurer will call the meeting to order and will preside until a Chair has been elected.
- 1.4. The Secretary Treasurer will announce the results of Trustee elections and confirm that all Trustees have taken the oath of office, or will administer or cause the oath of office to be administered.
- 1.5. The Secretary Treasurer will call for nominations for the position of Board Chair.
  - 1.5.1. Trustees may not nominate themselves.
  - 1.5.2. Nominations do not require a seconder.
  - 1.5.3. After each nomination, the Secretary Treasurer will request that each candidate accept or decline their nomination.
  - 1.5.4. Once nominations are closed, Trustees, who have accepted a nomination, may address their colleagues for two minutes.
  - 1.5.5. Trustees who are not elected for one office may accept a nomination for another office.
- 1.6. The Secretary Treasurer will then conduct a vote by secret ballot. The Secretary Treasurer may designate one or more staff members as scrutineers to count the ballots. A person

receiving a clear majority of votes cast shall be elected Board Chair. If no person receives a majority, further ballots will be taken.

- 1.6.1. If more than two candidates are on a ballot and no majority is reached, then candidate/s with one vote will be eliminated from the next ballot.
  - 1.6.2. In the event of a 3-2-2 vote the Trustees with two votes will be on a separate ballot and the winner will be included in a final ballot with the Trustee who received three votes.
  - 1.6.3. The Secretary Treasurer will declare the duly elected Chair of the Board for the ensuing year and will vacate the Chair.
  - 1.6.4. All ballots shall be destroyed by motion of the Board.
- 1.7. Upon assuming the chair, the Board Chair will call for nominations for Vice-Chair, and then for the BCSTA Provincial Councilor and BCPSEA representative (and their alternates) for the ensuing year and will conduct each election in the same manner as described in 1.5 and 1.6 above.
  - 1.8. The Chair and Trustees serve at the pleasure of the Board or until the annual special meeting in the following December.

## **2. Annual Special Meeting and Election of Board Officers**

- 2.1. In the years when no inaugural meeting is required, an annual special meeting of the Board will be held no later than the second Tuesday in December. The Secretary Treasurer will preside as Chair at the meeting to elect a chair as per 1.5 and 1.6 above. When the Board Chair is elected, the Chair will then proceed as per 1.7 above.

## **3. Meetings of the Board - General Provisions**

- 3.1. Annually, the Board of Education will determine the schedule of Board meetings for the following school year.
- 3.2. All meetings will begin with an acknowledgement of Traditional Stó:lō Territory.
- 3.3. A quorum of the Board is a majority of the Trustees holding office at the time of the meeting.
- 3.4. Any Trustee with a conflict of interest shall immediately declare so and follow the guidelines in Policy 131 Trustee Conflict of Interest.
- 3.5. At the appointed time for commencement of a meeting, the presiding officer will ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next meeting date or until another meeting has been called in accordance with this Bylaw.
- 3.6. In the event both the Chair and Vice Chair are absent, a chair will be decided by drawing of lots of those trustees willing to have their name stand.

- 3.7. After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this Bylaw.
- 3.8. Meetings of the Board shall be conducted in accordance with this Bylaw and, where the Bylaw is silent, using Robert's Rules of Order, Newly Revised.
- 3.9. A motion, when introduced, brings business before the meeting.
  - 3.9.1. The presiding officer may divide a motion containing more than one subject and it will be voted on in the form in which it is divided.
  - 3.9.2. A replacement or substitute motion or an amendment should be worded in a concise, unambiguous, and complete form and, if lengthy or complex, should be provided in writing. Staff can provide assistance with wording, if requested.
  - 3.9.3. All debateable motions shall be seconded.
- 3.10. Wherever possible, requests for information are to be addressed prior to the question being considered.
- 3.11. Debate shall be strictly relevant to the question before the meeting and the presiding officer will advise speakers when violating this rule.
  - 3.11.1. Speakers shall be recognized by the Chair and will address remarks to the Chair.
  - 3.11.2. Each Trustee has the right to speak twice on the same question on the same day but cannot make second comments so long as any Trustee who has not spoken on that question desires to speak. No Trustee shall speak for more than three minutes at one time.
  - 3.11.3. Debate may be extended, subject to a motion requiring a majority vote.
- 3.12. A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and will be dealt with forthwith before resumption of business.
- 3.13. No Trustee shall interrupt another Trustee who has the floor except to raise a point of order or a point of privilege, or to disclose a conflict of interest.
- 3.14. It is expected that all Trustees present at a duly constituted meeting of the Board will vote on each motion, unless a Trustee has a declared conflict of interest, in which case the Trustee must not vote.
  - 3.14.1. The Board chair shall vote at the same time as other Trustees.
  - 3.14.2. Voting, unless elsewhere stipulated, shall be by show of hands. The record will indicate Trustees in favour, opposed or abstained for each motion.
- 3.15. The Board-approved written minutes are the official record of a meeting.

#### **4. Regular Public Meetings**

- 4.1. Regular Board meetings shall be open to the public.

- 4.2. The Chair will ensure that a draft agenda and notice of meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
  - 4.2.1. By notifying the Board Chair, Vice Chair or Superintendent eleven (11) days prior to the board meeting.
  - 4.2.2. By notice of motion at a previous meeting within the trustee's written report.
  - 4.2.3. As a request from a committee of the Board.
- 4.3. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.
- 4.4. The proposed agenda and supporting documentation will be posted on the district website on Friday afternoon prior to the meeting. Written notice of each meeting, together with the proposed agenda, will be provided to each Trustee by email using the school district provided email account at least 24 hours prior to the agenda being made public.
- 4.5. The order of business at regular Board meetings shall be:
  - 4.5.1. call to order, acknowledgement and inclusion statement
  - 4.5.2. adoption of agenda
  - 4.5.3. reading and approval of minutes
  - 4.5.4. strategic presentations/delegations
  - 4.5.5. reports
    - 4.5.5.1. ~~written~~ Board Advisory and Working Committee written reports and/or minutes
    - 4.5.5.2. Trustee written reports
    - 4.5.5.3. information item reports
  - 4.5.6. public participation: ~~comments and/or questions concerning the agenda~~
  - 4.5.7. action items
  - 4.5.8. meeting summaries
  - 4.5.9. public participation: ~~comments and/or questions concerning the agenda~~
  - 4.5.10. superintendent update
  - 4.5.11. adjournment
- 4.6. An addition or deletion to the agenda, or change to the order of business, may be proposed by any Trustee at the adoption of the agenda. Any addition to the agenda, or change to the order of business, shall require a majority vote.
- 4.7. Trustee Reports
  - 4.7.1. Trustees will prepare a short, written report regarding their liaison and representation assignments.
- 4.8. A regular meeting will stand adjourned at three hours after its commencement unless a resolution is passed by a majority vote to extend the hour of adjournment.
- 4.9. Minutes of the proceedings of regular meetings will be stored in digital format certified as correct by the Secretary Treasurer or other employee designated by the Board under the *School Act*, and signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.

- 4.9.1. The minutes of the regular public meeting will be open for inspection at all reasonable times.
- 4.9.2. Copies and extracts will be made available in accordance with the *School Act*.
- 4.10. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion to serve as acting Secretary Treasurer to record motions and their disposition.
- 4.11. In accordance with the *School Act*, the Chair may expel from the meeting a person, other than a Trustee, that the Chair considers is conducting themselves improperly.
  - 4.11.1. A majority of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct.

## 5. Public Participation in the Public Meeting

- 5.1. Communication with the public is extremely important. The public Board meeting is the formally designated means of transacting Board business. Two public participation periods are therefore provided solely as a means for ensuring that community members ~~who are present in the audience~~ have an opportunity to ~~provide-ask questions and/ or provide comments and/or ask questions~~ about business or issues pertaining to the Board agenda provided those questions or comments do not amount to defamation or statements contrary to section 7 of the Human Rights Code.
- 5.2. The public participation periods are open to questions and/ or comments ~~and/or questions~~ from the public concerning the agenda.
  - 5.2.1. Each public participation period will ~~generally~~ be allotted fifteen minutes.
  - 5.2.2. Members of the public may submit questions and/ or comments for the Board in writing, through one of the following means:
    - (i) via email to board@sd33.ca with the subject line Public Participation Question;
    - or
    - (ii) during the board meeting through the form available at the board meeting.
  - ~~5.2.2. Speakers must identify themselves before speaking.~~
  - 5.2.3. Individuals will be limited to one question and/ or comment per person, per public participation period. Such item when read should not exceed a total of two minutes per speaker.
  - 5.2.4. Questions and/ or comments will be asked in order of submission.
  - 5.2.5. The board chair has discretion to call questions out of order. The writer of any question and/ or comment ruled out of order will be contacted and the item will be brought to the next in-camera board meeting.
  - ~~5.2.4. Individuals Persons addressing the Board~~ are reminded that, when requests or questions are directed to the Board, actions or answers to many questions may be deferred pending Board consideration.
  - 5.2.6. \_\_\_\_\_
  - ~~5.2.5. The Chair may indicate another means of response if question cannot be answered at the ~~time~~meeting.~~
  - 5.2.7. Questions and/or comments should be submitted by no later than 30 minutes before the start of the meeting for item 4.5.6 and no later than the start of the final public participation period item for 4.5.9.

---

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: February 8, 2022

Amended: February 7, 2023, September 12, 2023



- 5.3. Community members who have other comments or questions are encouraged to contact Trustees or the Superintendent or, if desired, to appear as a formal delegation on the Board agenda in accordance with section six of this Bylaw.
- 5.4. Matters currently under negotiation or litigation, or related to personnel or student circumstances, are not permitted and will not be addressed in the public participation periods.
- 5.5. The Chair shall have the authority to terminate the remarks of any individual who does not adhere to this Bylaw.

## **6. Delegations**

- 6.1. Delegations comprised of an individual or groups of students, parents, teachers and others are welcome at regular meetings.
- 6.2. Delegations that wish to appear before the Board shall submit a request in writing to the Secretary Treasurer ten days prior to the meeting, outlining the item(s) they wish to present and naming a spokesperson.
- 6.3. A maximum of ten minutes will be allowed for each delegation to make a presentation.
- 6.4. The Secretary Treasurer will review the delegation request at the agenda review meeting and, if accepted, will then make the appropriate arrangements for the delegation to appear.
- 6.5. A delegation accepted to appear before the Board may present written material to the Board which must be provided at least five working days prior to the meeting for inclusion on the Board agenda.
- 6.6. The Board will hear the delegation's presentation and the Trustees may ask questions for clarification. The Board will ordinarily take the presentation under advisement and will take action after due deliberation, usually at a subsequent meeting.
- 6.7. If circumstances warrant, the Board may receive such individuals or delegations "in-camera".

## **7. In-camera Board Meetings**

- 7.1. If, in the opinion of the Board, the public interest so requires, persons other than Trustees may be excluded from a meeting.
- 7.2. Unless otherwise determined by the Board, the following matters shall be considered in an in-camera meeting:
  - 7.2.1. salary claims and adjustments and consideration of requests of employees and Board officers with respect to collective bargaining procedures;
  - 7.2.2. accident claims and other matters where Board liability may arise;
  - 7.2.3. legal opinions respecting the liability or interest of the Board;

---

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: February 8, 2022

Amended: February 7, 2023, September 12, 2023

- 7.2.4. the conduct, efficiency, discipline, suspension, termination or retirement of employees;
  - 7.2.5. medical reports;
  - 7.2.6. matters pertaining to individual students including the conduct, discipline suspension or expulsion of students;
  - 7.2.7. staff changes including appointments, transfers, resignations, promotions and demotions;
  - 7.2.8. purchase of real property including the designation of new sites, consideration of appraisal reports and accounts claimed by owners, determination of Board offers and expropriation procedures;
  - 7.2.9. lease, sale or exchange of real property prior to finalization thereof;
  - 7.2.10. matters pertaining to the safety, security or protection of Board property; and
  - 7.2.11. such other matters where the Board decides that the public interest is best served.
- 7.3. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion to serve as acting Secretary Treasurer for the purpose of the meeting, to record motions and their disposition.
- 7.4. No Trustee shall disclose to the public the proceedings of an in-camera meeting unless a resolution has been passed at the in-camera meeting to allow such disclosure, except such as might be necessary to enforce the conflict of interest provisions of the *School Act*.
- 7.5. The Board will prepare a meeting summary listing the general nature of the matters discussed. The in-camera meeting summary will be presented at the next regular public meeting of the Board.
- 7.6. The Chair will ensure a draft agenda and notice of an in-camera meeting is prepared in consultation with the Vice Chair, the Superintendent and the Secretary Treasurer. Proposed items may be requested to be on the draft agenda in one of the following ways:
- 7.6.1. By notifying the Board Chair, Vice Chair or Superintendent eleven (11) days prior to the meeting.
  - 7.6.2. By notice of motion at the previous meeting.
  - 7.6.3. As a request from a committee of the Board.
- 7.7. Where a Trustee has proposed an item for the agenda and it has not been included, the Chair will advise the Trustee and provide reasons.
- 7.8. The proposed agenda and supporting documentation will be provided to each Trustee by email using the school district provided email account at least 48 hours prior to the meeting.
- 7.9. The order of business at in-camera meetings shall be:
- 7.9.1. call to order
  - 7.9.2. meeting attendance
  - 7.9.3. adoption of agenda
  - 7.9.4. approval of minutes
  - 7.9.5. information items
  - 7.9.6. action items
  - 7.9.7. adjournment

7.10. A change to the order of business may be proposed by any Trustee at the adoption of the agenda. Any addition or deletion to the agenda, or change to the order of business, shall require a majority vote.

7.11. An in-camera meeting shall adjourn or recess at least 15 minutes before the regular public meeting and shall not exceed a total of 2 hours unless a resolution is passed by a majority vote to extend the hour of adjournment.

## 8. Special Meetings

8.1. Special meetings are any Board meetings held between the regularly scheduled meetings.

8.2. A special public or special in-camera meeting of the Board may be called by the Chair or, upon written request by a majority of the Trustees, will be called by the Secretary Treasurer.

8.3. The agenda and supporting documentation will be provided to each Trustee by email using the school district provided email account at least 48 hours prior to the meeting.

~~8.3.1.~~ Unless delivery of a written notice and the agenda ~~may be is~~ waived by a majority vote of Trustees holding office, given provided all reasonable steps have been taken to notify all Trustees of the meeting.

8.4. A Public participation period of five minutes with procedures outlined in item 5.2 shall be provided.

8.4.8.5. No business other than that for which the meeting was called shall be conducted at the meeting unless waived unanimously by all Trustees present.

8.5.8.6. If the Secretary Treasurer is unable to attend the meeting, another employee must be appointed by Board motion as acting Secretary Treasurer for the purpose of the meeting, to record motions and their disposition.

## 9. Electronic Participation by Trustees

9.1. In accordance with the *School Act*, Trustees may participate in or attend a meeting of the Board by telephone or other means of communication, provided that all Trustees and other persons participating in or attending the meeting are able to communicate with each other.

9.2. If a Trustee participates in or attends a meeting of the Board by telephone or other means of communication, the Trustee is to be counted for the purpose of establishing a quorum.

READ A FIRST TIME THE 12<sup>th</sup> day of September 2023

READ A SECOND TIME THE 12<sup>th</sup> day of September 2023

READ A THIRD TIME AND ADOPTED THE 12<sup>th</sup> day of September 2023

---

Board Chair

---

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and [Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections Regulation

Adopted: February 8, 2022

Amended: February 7, 2023, September 12, 2023

---

Secretary Treasurer

---

Related Legislation: School Act [RSBC 1996, Part 4, Division 6, Section 50; and Part 6, Division 1, Sections 65-72] and  
[Local Elections Campaign Financing Act, Section 47(1)(a)] and Local Government Elections  
Regulation

Adopted: February 8, 2022

Amended: February 7, 2023, September 12, 2023

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 7, 2023  
**TO:** Board of Education  
**FROM:** Rohan Arul-pragasam, Superintendent  
**RE:** **POLICY 530: LEADERSHIP APPOINTMENTS AND ASSIGNMENTS**

---

#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 530 Leadership Appointments and Assignments ([300 - Leadership Appointments and Assignments](#)) as presented.

#### **BACKGROUND:**

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance, 200 – Partner & Community Relations, 300 – Students, Instruction & Programs, and 600 – Business & Support Services** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

The new policy structure is as follows:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

## **POLICY 530 LEADERSHIP APPOINTMENTS AND ASSIGNMENTS**

With regards to leadership positions throughout the district, the Board requires that every effort is made to appoint the best qualified candidates using a competitive, open and transparent process. Where appropriate, selection processes will include consultation with partners.

### **Roles and Responsibilities**

#### The Board:

The Board believes that the appointment of persons to senior district leadership positions is the responsibility of the Board.

The Board shall interview, select and appoint the Superintendent.

The Board shall interview, select and appoint the Secretary-Treasurer, upon the recommendation of the Superintendent.

The Board shall appoint the Assistant Superintendents, Directors, and Assistant Secretary Treasurer, upon the recommendation of the Superintendent.

The Board shall appoint Principals and Vice-Principals to the District, upon the recommendation of the Superintendent.

#### The Superintendent:

The Board delegates to the Superintendent the responsibility for hiring all other district level supervisors and managers.

The Superintendent will report to the Board the assignments and reassignments of Principals and Vice-Principals.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

---

**300  
POLICY  
Leadership Appointments and Assignments**

---

The Board believes that the appointment of personnel to school and district leadership positions is the responsibility of the Board.

The Board requires that every effort is made to appoint the best qualified candidates to leadership positions using a competitive, open and transparent process. Where appropriate, the Board will consult with partner groups.

The Board shall interview, select and appoint the Superintendent.

The Board shall interview, select and appoint the Secretary-Treasurer, upon the recommendation of the Superintendent.

The Board shall appoint the Assistant Superintendents and Directors, upon the recommendation of the Superintendent.

The Board shall appoint Principals and Vice-Principals to the District, upon the recommendation of the Superintendent.

The Board delegates to the Superintendent the responsibility for hiring all other district-level supervisors and managers.

The Superintendent will report to the Board the assignments and reassignments of Principals and Vice-Principals.

---

## **ADMINISTRATIVE PROCEDURE 500 LEADERSHIP APPOINTMENTS AND ASSIGNMENTS**

This Administrative Procedure outlines the process for appointment and assignment of District leadership positions and will be exercised in alignment with Policy 530 Leadership Appointments and Assignments.

### **Definitions:**

- Appointment – Candidates are appointed to a leadership position by the Board and the Superintendent in accordance with Policy 530.
- Assignment – The school, department or site placement of the appointed leader. This can include lateral transfer or assignment from the candidate pool.
- Acting – Placement as a temporary backfill in a leadership assignment prior to being appointed.
- Interim – Placement into a leadership assignment on a temporary basis as an existing appointed leader. The reason can include coverage for a leave of absence or other short-term vacancy.
- Lateral transfer – Change in assignment at the same position level. For example, Principal assignment to Principal assignment or Manager assignment to Manager assignment
- Candidate pool – Current Vice Principals who have applied to Principal positions and external candidates who have applied to Principal and Vice Principal positions who will be considered for assignment into vacant positions.

### **Leadership Appointment and Assignment by Position:**

#### Principals And Vice Principals

Available school or district-based Principal and Vice Principal positions will be filled through an open competition or by the assignment of existing Board appointed Principals and Vice Principals.

a) Pre-Selection Consultation:

Where there are known vacancies, consultation will be undertaken by the Superintendent or designate as needed to determine specific school characteristics and needs prior to any assignment or appointment.

Where there are re-assignments as a result of filling known vacancies, the appropriate partner and district employee groups will be informed prior to the re-assignments being made public.



# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure

---



In the case of a Vice Principal vacancy, the Principal of the school/s affected will be given the opportunity for consultation and input into the needs of their school and the skill set required to build a strong leadership team.

b) Lateral Transfer:

Principals and Vice Principals are invited annually to complete the Superintendent initiated form regarding their intentions including requests for lateral re-assignment.

When there are available positions, the Superintendent will advertise internally all school-based and district-based vacancies for Expressions of Interest indicating the specific skills and requirements of the position. If a Principal or Vice Principal vacancy arises as a result of a re-assignment, the Superintendent has discretion to assign a Principal or Vice Principal or initiate a new Expression of Interest as required.

c) New Candidate Selection Process:

The Superintendent will create a pool of candidates as needed to be considered for assignment into vacant positions. This posting will be advertised internally and externally.

A complete and thorough process to manage the selection of the successful candidates and for ensuring compliance with due process and legislative requirements will be established. The Human Resources Department will be responsible for screening all submitted applications for completeness.

The determination of a short-list for presentation to the selection committee shall be the responsibility of the Superintendent and other individuals as the Superintendent deems appropriate.

The Selection Committee will be chaired by the Assistant Director of Human Resources and will consist of the Superintendent, and senior staff members as required by the Superintendent. This committee will interview short-listed candidates and provide a recommendation for appointment to the Superintendent.

Candidates appointed to the pool, who are not assigned, will remain in the pool for the following school year. If they are not assigned in the second year, the Superintendent or designate will meet with and discuss the appointed candidate's status.

d) Acting Principals and Acting Vice Principals:

In the event of an unexpected short-term vacancy, the Superintendent may appoint an "acting Principal" or "acting Vice-Principal" for the duration of the vacancy without going through a formal appointment or assignment process.

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure

---



## Management Staff

All vacant management positions will be advertised internally and externally. A complete and thorough process to manage the selection of the successful candidates and for ensuring compliance with due process and legislative requirements will be established. The Human Resources Department will be responsible for ensuring appropriate selection criteria with feedback from the designate from the hiring department and screening all submitted applications for completeness.

The determination of a short-list for presentation to the selection committee shall be the responsibility of the Assistant Director of Human Resources in consultation with the designate from the hiring department.

The Selection Committee will be chaired by the Assistant Director of Human Resources and consist of the hiring department designate and other management or administrative representatives as required. This committee will interview short-listed candidates and provide a recommendation for appointment to the Superintendent.

## Executive

The selection process for the Superintendent shall be determined by the Board.

All other senior district level administrative positions including Assistant Superintendent, Secretary-Treasurer, Assistant Secretary-Treasurer and Director will be advertised internally and externally and will follow a selection process that has been recommended by the Superintendent and approved by the Board. This process will include appropriate input from partner groups.

## **Reporting to the Board**

- With regards to the position of Secretary-Treasurer, Assistant Superintendent, Assistant Secretary-Treasurer and Director, the Superintendent will bring the recommendation forward to the Board and will report rationale for the recommended appointment at an in-camera meeting.
- With regards to new Principal / Vice Principal or Management appointments or an existing Vice Principal who is moving to a Principal position, the Superintendent will bring a recommendation with rationale for Board approval at an in-camera meeting.
- With regards to lateral transfers and re-assignments where the selected candidate is an existing Principal / Vice Principal or Manager, the Superintendent will bring the assignment forward to the Board at an in-camera meeting as information.
- In all cases the Superintendent will outline the skills, experience and past performance of the successful candidate.

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 7, 2023  
**TO:** Board of Education  
**FROM:** Rachael Green, Assistant Director, Human Resources  
**RE:** **POLICY 545: RESPECTFUL WORKPLACE**

---

#### **RECOMMENDATION:**

THAT the Board of Education reaffirm Policy 545 Respectful Workplace ([402 - Respectful Workplace](#)) as presented.

#### **BACKGROUND:**

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance, 200 – Partner & Community Relations, 300 – Students, Instruction & Programs, and 600 – Business & Support Services** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

The new policy structure is as follows:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

## POLICY 545 RESPECTFUL WORKPLACE

The Board of Education is committed to ensuring a respectful workplace and believes that every employee has the right to work in an environment free from harassment including discriminatory harassment, sexual harassment, bullying or violence.

All employees, and others performing work on behalf of the District, are expected to conduct themselves in a professional manner that supports a culture of mutual respect and cooperation. The Board will not tolerate any form of prohibited conduct or retaliation in the workplace and will act appropriately to preserve and promote a respectful working and learning environment.

This policy is intended to meet the legal obligations of the Board and enhance the promotion of a respectful workplace. Where a collective agreement includes provisions regarding the prohibited conduct outlined in this policy or a process for intervention in the circumstances of the complaint, the provisions of the agreement will continue to apply in conjunction with the provisions of this policy.

### DEFINITIONS

- **Harassment** – Includes any inappropriate conduct, comment, display, action, or gesture directed towards a specific person or persons that a reasonable person knows or ought to know would have the effect of creating an intimidating, humiliating, hostile, or offensive work environment.
- **Discriminatory Harassment** – Is a form of Harassment that is based on, or related to, a prohibited ground of discrimination as set out in the *BC Human Rights Code*, including: Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.
- **Sexual Harassment** – Is a form of Discriminatory Harassment and is based on sex, sexual orientation, gender identity or gender expression. It can occur between men and women, individuals of the same gender, individuals of the same or differing sexual orientation, and includes harassment on the basis that an individual is transgender.
- **Bullying** – Is a form of Harassment that is marked by intentional, persistent attempts of a person or group to intimidate, demean, humiliate, torment, control, mentally or physically harm, or isolate another person or group. This behaviour, through its persistence or severity, diminishes the dignity or the psychological or physical integrity of the target(s).
- **Violence** – Workplace violence, as defined under WorkSafe BC policy, includes the attempted or actual exercise of any physical force so as to cause injury to a worker, or any threatening statement or behaviour to believe the employee is at risk of injury.

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Policy Manual



- **Retaliation** – Is an adverse action taken against a person who invoked this policy in good faith, participated or cooperated in any investigation under this policy, or associated with a person who has involved this policy.

## RESPONSIBILITIES

### The Board of Education:

- Promote a working environment respectful of human rights and free from bullying and harassment.
- Comply with legislation as defined under the BC Human Rights Code and WorkSafe BC policy.

### The Superintendent and Senior Leadership:

- Implement this policy and the related administrative procedures, ensuring the provisions of this policy are communicated to all employees.
- Ensure appropriate training is provided to all employees.
- Intervene and respond to reported or suspected breaches of this policy in a timely and fair manner.

### Human Resources:

- Provide support and consultation to Senior Leadership, Principals and Vice Principals, and Managers in addressing Respectful Workplace complaints.
- Oversee the investigation process of complaints.
- Provide or arrange for training.

### Principals/Vice Principals and Managers:

- Communicate and review this policy and related procedures with the staff they supervise.
- Provide behavioural expectations and work requirements for staff to ensure respectful conduct in the workplace.
- Ensure appropriate steps are taken to address concerns raised by staff, including consulting with District Human Resources.

### All Employees:

- Responsible to understand and adhere to this policy.
- Ensure respectful workplace behaviour and avoid engaging in prohibited conduct.
- Immediately report breaches of this policy and cooperate fully with any investigations, including when the breach is observed toward others.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

---

**402  
POLICY  
Respectful Workplace**

---

The Board of Education is committed to providing a respectful work and learning environment in which all individuals who work for the School District #33 (Chilliwack) or the Board or who are members of the Board, are treated with respect and in a manner that is free from bullying and harassment, discriminatory harassment and retaliation.

---

Cross Refs: Charter of Rights and Freedoms, BC Human Rights Act, Provincial Teachers' Collective Agreement

Adopted: April 26, 1994  
Reviewed: July 15, 1997  
Revised: February 13, 2018

---

## ADMINISTRATIVE PROCEDURE 520 RESPECTFUL WORKPLACE – REPORTING, INVESTIGATION AND RESOLUTION PROCEDURES

These procedures support the implementation of Policy 545 Respectful Workplace and set clear behavioural expectations for respectful conduct.

Where a collective agreement includes provisions respecting the prohibited conduct outlined in these procedures, a process for intervention in the circumstances of the complaint, or right to union representation during a process, then the provisions of the agreement will continue to apply in conjunction with the provisions of this Procedure.

### Definitions

Capitalized terms in this Procedure have the meanings set out in the Policy, and the following additional terms shall have the following meanings.

- **Prohibited Conduct:** Includes any behaviours or actions that can be defined as Harassment, Discriminatory Harassment, Sexual Harassment, Bullying, Violence or Retaliation.
- **Complainant:** Refers to an individual who reports a complaint of prohibited conduct directed towards them.
- **Respondent:** Refers to the person who is alleged to have engaged in prohibited conduct.
- **Witness:** Refers to someone who observes or has knowledge of behaviours or actions that are considered prohibited conduct where the conduct is not directed towards them.
- **Parties:** Refers to the individuals directly involved in the complaint, most often the Complainant and Respondent.

### A. EXAMPLES OF PROHIBITED CONDUCT

#### 1. Bullying and Harassment:

- 1.1. Verbal or physical abuse, threats, or violence.
- 1.2. Yelling, name-calling or insults.
- 1.3. Harmful or offensive hazing or initiation practices.
- 1.4. Vandalizing someone's belongings or work equipment.
- 1.5. sabotaging someone's work.
- 1.6. personal attacks based on someone's private life or personality traits.
- 1.7. spreading malicious gossip or rumors about a person.
- 1.8. derogatory comments or name calling.

---

Related Legislation: Nil

Related Contract Article: Policy 402; AR 402.1; Article E.2 – Harassment/Sexual Harassment: Provincial Teachers' Collective Agreement; Article 19.3 – Sexual Harassment, Article 19.4 – Harassment, Article 19.5 – No Discrimination: CUPE Collective Agreement; BCPSEA - Investigation-Training Manual for Harassment and Sexual Harassment; Davis & Co./BCSSA Harassment Workshop

Adopted: May 25, 1999

Amended: June 19, 2018; July 31, 2018

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)

## Administrative Procedure

---

- 1.9. derogatory or degrading posters, cartoons, drawings or gestures.
- 1.10. physical conduct such as assault, obstruction of free movement, uninvited physical contact or interference with work.
- 1.11. subtle conduct such as unwelcome non-verbal gestures, manipulation, ignoring or isolating a person.
- 1.12. Bullying.
- 1.13. discriminatory harassment.
- 1.14. sexual harassment.

### 2. Bullying and Harassment does not include:

- 2.1. Human resources management: Supervision, direction or management of employees undertaken in a good faith manner for a legitimate work purpose does not constitute Bullying and Harassment.
- 2.2. Interpersonal conflict: Work-related disputes between people is not Bullying and Harassment unless the conflict results in behaviour that is considered threatening or abusive. Personal disputes over non work-related matters should not be engaged in at the workplace.
- 2.3. Interpersonal relations: Disputes arising from normal social interaction or consensual relationships that are normally connected to the roles and functions in the workplace do not constitute Bullying and Harassment.

## B. REPORTING PROHIBITED CONDUCT

### 1. As a Complainant:

- 1.1. If more than one incident, keep a written record of dates, times, the nature of the behaviour, and witnesses, if any.
- 1.2. Where possible, advise the other individual that their conduct is unwelcome and that you believe their behaviour falls under Prohibited Conduct as defined in this Procedure.
- 1.3. If it is not appropriate to approach the individual or if the incident(s) do not stop after speaking with the individual, contact an appropriate party for assistance in addressing the concern (supervisor, Human Resources, union representative).
- 1.4. Submit a written statement of complaint directly to Human Resources if an informal resolution option is not appropriate. The written statement should include detailed information and evidence to support the allegation(s). See section C. Resolution of Complaints of Prohibited Conduct (below).

---

Related Legislation: Nil

Related Contract Article: Policy 402; AR 402.1; Article E.2 – Harassment/Sexual Harassment: Provincial Teachers' Collective Agreement; Article 19.3 – Sexual Harassment, Article 19.4 – Harassment, Article 19.5 – No Discrimination: CUPE Collective Agreement; BCPSEA - Investigation-Training Manual for Harassment and Sexual Harassment; Davis & Co./BCSSA Harassment Workshop

Adopted: May 25, 1999

Amended: June 19, 2018; July 31, 2018



# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



- 1.5. If the Respondent is a Trustee, the Superintendent of Schools, or the Assistant Director of Human Resources, submit the written statement of complaint directly to the Secretary Treasurer or as defined under collective agreement.
- 1.6. Any person who makes knowingly false, frivolous, malicious or reckless allegations of Prohibited Conduct will be subject to appropriate remedial steps and consequences as outlined in E. Remedial Steps and Consequences (below).

## **2. As a Witness:**

- 2.1. Where possible and immediately after witnessing prohibited conduct, speak with the Complainant and encourage them to report the conduct to their Supervisor or Human Resources.
- 2.2. Where appropriate, speak with the Respondent to share the impact of their behaviour and to raise awareness of prohibited conduct.
- 2.3. If the incident is severe and warrants immediate action, report the prohibited conduct to your Supervisor or Human Resources.
- 2.4. Any person who makes knowingly false, frivolous, malicious or reckless allegations of Prohibited Conduct will be subject to appropriate remedial steps and consequences as outlined in E. Remedial Steps and Consequences (below).

## **3. As a Respondent:**

- 3.1. If a Complainant or Witness has advised you that your behaviour is unwelcome and in breach of policy:
  - 3.1.1. Listen to the concerns raised.
  - 3.1.2. Consider how your behaviour may be impacting others.
- 3.2. If applicable, change behaviours that are unwelcome and be mindful that all employees share a responsibility to each other and the District to refrain from prohibited conduct in the workplace.
- 3.3. Seek assistance from your Supervisor or union representative in understanding the policy and desired behaviours that contribute to a respectful workplace.

## **C. RESOLUTION OF COMPLAINTS OF PROHIBITED CONDUCT**

When a complaint of prohibited conduct is advanced by an employee or where a concern otherwise comes to the attention of the District, steps to promote timely resolution will be taken.

### **1. Informal Complaint Resolution:**

- 1.1. Dependent on the nature and severity of the alleged conduct, the parties can elect to resolve the issue informally before moving to formal complaint resolution.

---

Related Legislation: Nil

Related Contract Article: Policy 402; AR 402.1; Article E.2 – Harassment/Sexual Harassment: Provincial Teachers' Collective Agreement; Article 19.3 – Sexual Harassment, Article 19.4 – Harassment, Article 19.5 – No Discrimination: CUPE Collective Agreement; BCPSEA - Investigation-Training Manual for Harassment and Sexual Harassment; Davis & Co./BCSSA Harassment Workshop

Adopted: May 25, 1999

Amended: June 19, 2018; July 31, 2018

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



- 1.2. Informal methods will be subject to the consent of the individual who is the subject of the alleged prohibited conduct.
- 1.3. Methods may include but are not limited to: mediation, drafting of behavioural guidelines, agreements, apology, or other resolution agreed between the parties and the District.
- 1.4. If a resolution is reached informally, then the parties and the District must agree that the outcome is satisfactory.

## 2. Formal Complaint Resolution:

- 2.1. If informal resolution is unsuccessful or not pursued, allegations brought to the District's attention will be formally reviewed and where appropriate or required by a collective agreement, investigated.
- 2.2. Formal complaints will be treated seriously and responded to promptly.
- 2.3. Allegations must be submitted as a written statement directly from the Complainant or the Witness. See Form 5xx Workplace Bullying and Harassment Complaint Form for a suggested template.
- 2.4. The written statement of complaint should include the following:
  - 2.4.1. as much detail as possible about the circumstances including dates, times, persons involved, witnesses, and the specific conduct (including specific words)
  - 2.4.2. available relevant documents or other evidence that may support the allegations (including emails, handwritten notes or photographs).
- 2.5. In normal circumstances, the written statement of complaint should be submitted directly by the Complainant or the Witness. Contact Human Resources for alternative arrangements if this is not possible.
- 2.6. Formal complaints must include the name of the person submitting the written statement and the identity of the Complainant and the nature of the complaint will be made known to the Respondent.
- 2.7. The Respondent will be provided the opportunity to provide a response to the allegation of prohibited conduct to Human Resources, and this explanation will be properly considered.
- 2.8. If there is sufficient information provided in the written complaint or in any circumstances where the District otherwise deems it necessary to do so, the District will carry out a formal investigation.
- 2.9. In the event that a Complainant does not proceed with a formal complaint, the District may still initiate an investigation if deemed necessary to ensure the commitment to providing a respectful workplace, health and safety of persons at the workplace or to comply with any applicable laws including the B.C. Human Rights Code and the Workers Compensation Act and applicable regulations and policies.

Related Legislation: Nil

Related Contract Article: Policy 402; AR 402.1; Article E.2 – Harassment/Sexual Harassment: Provincial Teachers' Collective Agreement; Article 19.3 – Sexual Harassment, Article 19.4 – Harassment, Article 19.5 – No Discrimination: CUPE Collective Agreement; BCPSEA - Investigation-Training Manual for Harassment and Sexual Harassment; Davis & Co./BCSSA Harassment Workshop

Adopted: May 25, 1999

Amended: June 19, 2018; July 31, 2018

## D. INVESTIGATIONS

The following guidelines will apply to Respectful Workplace investigations, with the intent that these procedures and any investigation carried out must be flexible and responsive to the specific circumstances that arise. The District reserves the right to engage in a different procedure as deemed appropriate in any given circumstance in order to meet its statutory obligations regarding a respectful workplace. Where provisions in a collective agreement differ from these Regulations, the provisions in the agreements will apply.

### 1. When the Respondent is employed by the District:

- 1.1. The written statement of complaint will be forwarded to Human Resources for review and investigation if necessary.
- 1.2. Human Resources will ensure the investigation processes applied are consistent with WorkSafeBC requirements and any applicable collective agreement processes, policy or other requirements. Where the matter involves employees under more than one collective agreement, Human Resources will determine the applicable process to investigate the conduct in consultation with union representatives.
- 1.3. An investigator will be assigned who may be a member of the Human Resources department, a designate employed by the District, or an external investigator.
- 1.4. Investigation documentation and records will be submitted to and confidentially maintained by Human Resources.
- 1.5. Any documentation regarding remedial corrective action or discipline will be placed in the appropriate personnel file.

### 2. When the Respondent is not employed by the District and is not a Board Member:

- 2.1. The Respectful Workplace Policy and Regulations are intended for employees and board trustees.
- 2.2. Allegations of prohibited conduct from a parent or visitor should be addressed through either Administrative Procedure 460 (Reporting Incidents of Violence), the school's code of conduct or the School Act.
- 2.3. In extreme circumstances, an investigation may be conducted at the discretion of Human Resources.

### 3. When the Respondent is a Trustee or the Superintendent of Schools:

- 3.1. The written statement of complaint will be forwarded to the Secretary Treasurer or as defined under collective agreement.
- 3.2. Without undue delay, the District will engage an external independent investigator.

---

Related Legislation: Nil

Related Contract Article: Policy 402; AR 402.1; Article E.2 – Harassment/Sexual Harassment: Provincial Teachers' Collective Agreement; Article 19.3 – Sexual Harassment, Article 19.4 – Harassment, Article 19.5 – No Discrimination: CUPE Collective Agreement; BCPSEA - Investigation-Training Manual for Harassment and Sexual Harassment; Davis & Co./BCSSA Harassment Workshop

Adopted: May 25, 1999

Amended: June 19, 2018; July 31, 2018

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



- 3.3. Investigation documentation and records will be submitted to and confidentially maintained by the Secretary Treasurer.
- 3.4. Where parties include Trustees, Human Resources will seek legal advice to determine an appropriate process which engages the Board and which may be contained in the applicable Board Trustee policy.

## 4. In all circumstances where an investigation is conducted:

- 4.1. The District will ensure that the investigation processes applied are timely, and consistent with due process and any applicable legislated or policy requirements.
  - 4.1.1. The District will maintain confidentiality of related information and will share such information only as necessary to ensure that the investigation is fair, to address the outcome of any investigation, and as may otherwise be required by legislation or enforceable order.
  - 4.1.2. When a formal investigation is completed, the Complainant and Respondent will be notified of the conclusion and findings of the investigation. Remedial steps will be taken by the District if needed and shared with the appropriate parties.
  - 4.1.3. Participants in an investigation are expected to cooperate fully and truthfully in any investigation process undertaken by the District and to maintain confidentiality.
  - 4.1.4. For District employees, subject to any applicable grievance process, the decision of the District in respect of the outcome of a complaint is final and not subject to appeal.

## E. REMEDIAL STEPS AND CONSEQUENCES

All conduct that is found to constitute a breach of this Procedure will be addressed by attempting to remedy the harm caused and prevent further harm.

This may include:

- Introduction of procedural safeguards including limitations on conduct.
- Restorative processes.
- Counselling or mediation.
- Conflict resolution or other applicable training.
- Adjustments to work assignment or organization.
- Corrective or disciplinary action as appropriate, up to and including termination of employment.
- Application of the *School Act*.
- Measures under the applicable Board Trustee Policy or Procedure.

---

Related Legislation: Nil

Related Contract Article: Policy 402; AR 402.1; Article E.2 – Harassment/Sexual Harassment: Provincial Teachers' Collective Agreement; Article 19.3 – Sexual Harassment, Article 19.4 – Harassment, Article 19.5 – No Discrimination: CUPE Collective Agreement; BCPSEA - Investigation-Training Manual for Harassment and Sexual Harassment; Davis & Co./BCSSA Harassment Workshop

Adopted: May 25, 1999

Amended: June 19, 2018; July 31, 2018

---

## F. CONFIDENTIALITY

All persons to whom this Procedure applies are expected to respect and preserve the confidentiality of any complaint and process brought under this Procedure.

Confidentiality of any complaint or process under this Procedure will be maintained to the extent possible and information will be disclosed only to the extent necessary to carry out procedures provided for within this Procedure, including the conduct of a fair investigation and the implementation of corrective and remedial measures, and where disclosure is required under lawful authority. In all circumstances, only the minimum amount of information required will be disclosed.

A breach of confidentiality may result in discipline up to and including dismissal, or other corrective action as appropriate.

## G. RETALIATION

Retaliation damages the workplace by intimidating and silencing individuals for speaking up or for offering support.

The District prohibits retaliation against any employee for reporting conduct in violation of this Procedure, or against any employee for participating in an investigation or complaint. Such retaliation against an individual will be treated as a serious violation of this Procedure and will be subject to disciplinary action up to and including dismissal.

## H. FALSE COMPLAINTS

Complaints or reports of prohibited conduct are serious matters. Employees who are found to have made frivolous, vexatious, or malicious complaints may be subject to disciplinary action, up to and including termination of employment.

---

Related Legislation: Nil

Related Contract Article: Policy 402; AR 402.1; Article E.2 – Harassment/Sexual Harassment: Provincial Teachers' Collective Agreement; Article 19.3 – Sexual Harassment, Article 19.4 – Harassment, Article 19.5 – No Discrimination: CUPE Collective Agreement; BCPSEA - Investigation-Training Manual for Harassment and Sexual Harassment; Davis & Co./BCSSA Harassment Workshop

Adopted: May 25, 1999

Amended: June 19, 2018; July 31, 2018

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 7, 2023  
**TO:** Board of Education  
**FROM:** Rachael Green, Assistant Director, Human Resources  
**RE:** **POLICY 502: STUDENT SEARCH AND SEIZURE**

---

#### **RECOMMENDATION:**

THAT the Board of Education repeal [Policy 502 - Student Search and Seizure](#).

#### **BACKGROUND:**

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance, 200 – Partner & Community Relations, 300 – Students, Instruction & Programs, and 600 – Business & Support Services** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

The new policy structure is as follows:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

Based on our analysis, and with consultation with the RCMP, Policy 502 Student Search and Seizure is operations in nature and is made redundant by updated Administrative Procedure 308.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

---

**502  
POLICY  
Student Search and Seizure**

---

Students are entitled to be free from unreasonable search and seizure by teachers and school district officials. School district officials may conduct a search of a student or student's personal property for reasonable or probable cause or with the student's consent. Areas such as lockers, which are the property of the school district, may be searched if reasonable cause exists to believe, for example, that the locker contains prohibited or illegal materials or substances.

---

Cross Refs: Canadian Criminal Code, Youth Criminal Justice Act, Canadian Charter of Rights and Freedoms, The School Act, Board Policy 501 (P)

Adopted:  
Reviewed: February 4, 2014  
Revised: November 26, 1991

---

## ADMINISTRATIVE PROCEDURE 308 STUDENT SEARCH AND SEIZURE

### Background

The District is committed to providing a safe and caring school environment that is conducive to effective learning and to providing for the safety and security of its students. Searches by school authorities as a means to achieve this objective are authorized for the purposes of eliminating the possession of controlled substances, stolen property and any object or material that may pose a risk or hazard to students or staff within a school or on property owned or leased by the District.

*The BC School Regulation*, section 5 (7) provides the Principal or designate the authority for search and seizure where there are reasonable grounds to be suspicious. Best search and seizure practices are referenced in *Maintaining School Safety: A guide for School and Policy Personnel in BC 2019*.

### Procedures

1. School lockers and any school furniture or fixtures capable of being used for storage will be available to students on the condition that the Principal reserves the right to search at any time without notice.
2. The Principal will communicate on an annual basis that searches may occur without notice under the direction of the Principal.
  - 2.1. If the Principal plans to implement school-wide locker searches, this is to also be clearly stated.
  - 2.2. It must be clarified that all the student acquires is the right to use the locker and the school lock, both of which remain the property of the District.
3. Students shall be advised at the time they are assigned a locker of the following rules and conditions of use under which the locker is assigned:
  - 3.1. Students are responsible for the locker which is assigned to them and the locker is not to be used by any other person.
  - 3.2. Only school locks may be used on student lockers and the combination of the lock must be registered at the office.
  - 3.3. No illegal substances, weapons or other prohibited or offensive material are to be placed in school lockers.
  - 3.4. School officials may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school procedures and rules.

---

Related Legislation: Sections 6, 8, 20, 22, 65, 85 of the School Act Civil Rights Protection Act  
Human Rights Code; *Maintaining School Safety: A guide for School and Policy Personnel in BC 2019*; Youth Criminal Justice Act (Canada)

Adopted: xxxx  
Amended: xxxx



# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



- 
- 3.5. Permission to use the locker may be terminated where a student does not comply with the conditions of use or school policies or rules.
  4. The principal shall assess any information provided and relate it to the situation in their school to determine if reasonable grounds are present to justify a search. The following may constitute reasonable grounds in this context:
    - 4.1. Information received from a teacher or other staff member.
    - 4.2. Information received from one (1) or more students considered to be credible.
    - 4.3. Information received from a member of the public considered to be credible.
    - 4.4. Information from the principal's own observations.
  5. During any search, the principal and at least one (1) other adult shall be present and ensure that any potential gender concerns are addressed. When practicable to do so, the principal shall have the student present when their personal items such as a backpack, a locker, desk or other assigned storage facility or fixture is searched.
  6. When the search reveals evidence of suspected illegal activity, the principal shall immediately secure the locker or other storage facility or fixture by any means considered advisable, including the use of a different lock, and may contact the local police. In such instances, the principal shall also inform the respective Assistant Superintendent.
  7. The principal shall record, in writing, the reasons for conducting the search, the result of the search and any action taken as a result. The identity of any informant(s) shall be kept confidential.
  8. When there are reasonable grounds to believe that school procedures or rules, administrative procedures or District policies have been violated, the principal may direct a student to take cations to satisfy that they are not carrying, concealing or in the possession of prohibited materials. School personnel may not conduct a physical search of a student.
    - 8.1. The principal will take the student to a private area to conduct a search of articles carried with, by, or on the student's person.
    - 8.2. The principal shall ensure that at least two (2) adults are present during the search and shall ensure that gender concerns are addressed.
    - 8.3. The principal may direct a student to empty their pockets or otherwise satisfy that clothing or other items in the student's possession does not contain or conceal prohibited materials.
    - 8.4. In the event that a physical search of the student's person is deemed necessary, the police shall be contacted and the parents shall be notified prior to the search.
    - 8.5. In the event that the student refuses to cooperate with the search and/or leaves the designated private area or school without permission to do so, the police shall be contacted and the parents shall be notified. The principal shall interpret this action on the part of the student to be willful disobedience and may suspend the student.

---

Related Legislation: Sections 6, 8, 20, 22, 65, 85 of the School Act Civil Rights Protection Act  
Human Rights Code; Maintaining School Safety: A guide for School and Policy Personnel in BC  
2019; Youth Criminal Justice Act (Canada)

Adopted: xxxx  
Amended: xxxx

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 33  
(CHILLIWACK)  
Administrative Procedure

---

- 8.6. When the search reveals evidence of suspected illegal activity, the principal shall require the student to remain, under supervision, in a private area and, when appropriate, contact the police.
- 8.7. The principal shall record, in writing, the reasons for conducting the search, the result of the search and any action taken as a result. The identity of any informant(s) shall be kept confidential.
- 8.8. The principal shall, when appropriate, inform and/or consult with the respective Assistant Superintendent regarding searches conducted under section 8.
9. The principal shall ensure that students and parents are aware of, at minimum, the following:
  - 9.1. Clear statements that lockers, desks, school furniture or fixtures capable of being used for storage are the property of the District.
  - 9.2. A clear statement that District property is subject to inspection or search at any time.
  - 9.3. The requirement that one (1) administrator and at least one (1) other adult are present for any search and shall ensure that gender concerns are addressed.
  - 9.4. The consequences of not cooperating with a search.
  - 9.5. No searches of the student's person by school personnel is permitted.
  - 9.6. The situations that may require police involvement.

---

Related Legislation: Sections 6, 8, 20, 22, 65, 85 of the School Act Civil Rights Protection Act  
Human Rights Code; Maintaining School Safety: A guide for School and Policy Personnel in BC  
2019; Youth Criminal Justice Act (Canada)

Adopted: xxxx  
Amended: xxxx

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 7, 2023

**TO:** Board of Education

**FROM:** Rachael Green, Assistant Director, Human Resources

**RE:** **POLICY 503: INTERROGATION OR INTERVIEWING OF STUDENTS BY POLICE IN SCHOOL SETTINGS**

---

#### **RECOMMENDATION:**

THAT the Board of Education repeal [Policy 503 - Interrogation or Interviewing of Students by Police in School Settings](#).

#### **BACKGROUND:**

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance, 200 – Partner & Community Relations, 300 – Students, Instruction & Programs, and 600 – Business & Support Services** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

The new policy structure is as follows:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

Based on our analysis, and with consultation with the RCMP, Policy 503 is operations in nature and is made redundant by updated Administrative Procedure 307.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

---

**503  
POLICY  
Interrogation or Interviewing of Students by Police in  
Schools**

---

Students are not to be interviewed or interrogated by a police officer on school premises unless deemed to be absolutely necessary by school administration. Interviews are to be conducted only with a parent or guardian present. If there is an imminent threat to others, principals or teachers may act in place of a parent or guardian only where delay may jeopardize the safety of others. Parents must be contacted and notified.

Exceptions to the above procedures are provided for in Board Policy 424 – Child Abuse/Neglect and the accompanying Inter-Ministerial protocols.

---

Cross Refs: Board [Policy 501](#) and [Policy 424](#), Youth Criminal Justice Act, Canadian Charter of Rights and Freedoms

Adopted: April 13, 1983  
Reviewed: September 15, 1998, March 11, 2014  
Revised: November 26, 1991, November 24, 1998, March 11, 2014

---

## ADMINISTRATIVE PROCEDURE 307 POLICE REQUESTS FOR STUDENT INTERVIEWS

The District seeks to cooperate with police, while not compromising the legal rights of the students in its care. In most circumstances, students on School District premises or at school sponsored events are not to be formally interviewed by police officers as part of a formal investigation process.

The District recognizes there may be emergent situations that might require different approaches when police would like to interview a student. It is for this reason that all police contact with students on School District premises or at school sponsored events shall occur with the knowledge and consent of the administrator and with prior notice (except in a crisis situation).

### Procedure

Requests by police to interview students on district premises or at a school sponsored event are subject to the following:

1. Students are not to be interviewed, except in the following circumstances:

1.1. In cases where child abuse is suspected, the police and/or social worker may interview the student under the legislative regulation for the protection of children:

“Police officers and child welfare workers have complementary roles in responding to reports of suspected child abuse or neglect. Police have authority under the Criminal Code of Canada and the Child, Family and Community Service Act to respond:

- when a child or youth is in immediate danger; and
- when a criminal offence against a child or youth is suspected.

When an officer has reasonable grounds to believe that a child’s or youth’s safety or well-being is in immediate danger, the officer has authority to take charge of the child or youth and notify a child welfare worker as soon as possible.

Where a criminal offence against a child or youth is suspected, police may investigate, working in collaboration with child welfare workers.

(See BC Handbook for Action on Child Abuse and Neglect, page 12)

1.2. In an emergent situation where there is no question of compromising the student’s legal rights and where immediate information is necessary for quick action:

1.2.1. When police officials request an interview with a student on school or District premises in accordance with Section 1.2, a Principal or designate must ensure that the student’s parent(s)/guardian(s)/caregiver(s) are contacted immediately.

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 33  
(CHILLIWACK)  
Administrative Procedure



- 1.2.2. If parent(s)/guardian(s)/caregiver(s) cannot be reached or are unable to attend the interview, the Principal shall request the police officer to delay the interview until such time as the parent(s)/guardian(s)/caregiver(s) can be contacted or be present.
  - 1.2.3. If this request is refused, then the Principal or designate shall act “in loco parentis”. The Principal or designate must sit in on the interview and shall summarize the meeting in writing and provide the written report to the parent(s)/guardian(s)/caregiver(s), a copy to the Superintendent and retain a copy at the school in a file for that purpose, with notes subject to the terms of the *Freedom of Information and Protection of Privacy Act*.
2. A student is not to be released to the custody of other legal authorities in the absence of clear legal authority to do so.
- 2.1. Any such release shall be in accordance with the District’s duty of care for students and any formal regulations governing such release, including notification of parents/guardians/childcare authorities.
  - 2.2. In the case of students of Indigenous ancestry, processes delineated in Local Education Agreements shall be followed.

In situations where police wish to have contact with a student at school:

1. The Principal shall request that the police complete interviews, conduct searches and effect arrests at another location away from school, if possible.
2. The school shall make every attempt to notify the parent(s)/guardian(s)/caregiver(s) and confirm whether they wish to attend. The administrator shall document the attempt to make contact.
3. The Principal shall determine from the police officer what the nature of the contact will be, and support the student as required.

---

Related Legislation: School Act, Sections 6, 7, 20, 22, 26, 65, 85; Child, Family and Community Service Act; BC Handbook for Action on Child Abuse and Neglect; Freedom of Information and Protection of Privacy Act; Youth Justice Act; Youth Criminal Justice Act (Canada)

Related Contract Article: Nil  
Adopted: November 24, 1998  
Amended: xxxx

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 7, 2023

**TO:** Board of Education

**FROM:** Paula Jordan and David Manuel, Assistant Superintendents

**RE:** **POLICY 524: PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS IN SCHOOL SETTINGS**

---

#### RECOMMENDATION:

THAT the Board of Education repeal [Policy 524 - Physical Restraint and Seclusion of Students in School Settings](#).

#### BACKGROUND:

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance, 200 – Partner & Community Relations, 300 – Students, Instruction & Programs, and 600 – Business & Support Services** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

The new policy structure is as follows:

Bylaws  
100 – Governance  
200 – Partner & Community Relations  
300 – Students, Instruction & Programs  
400 – Health & Safety  
500 – Human Resources  
600 – Business & Support Services

Based on our analysis, and with consultation with the partner groups, Policy 524 is operations in nature and is made redundant by updated Administrative Procedure 485.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

---

**524  
POLICY  
Physical Restraint and Seclusion of Students in School  
Settings**

---

The Board of Education believes in creating and maintaining learning environments that are inclusive and safe for all students and adults. It is an expectation that all school staff implement effective supports, practices and interventions to prevent and de-escalate potentially unsafe situations.

Physical restraint is defined as the method of restricting another person's freedom of movement or mobility in order to secure and maintain the safety of the person and/or the safety of others. Physical restraint is an extraordinary emergency procedure and will not be used as punishment, discipline or treatment.

Seclusion is the involuntary confinement of a person, alone in a room, enclosure or space, which the person is physically prevented from leaving. Seclusion is an extraordinary emergency procedure and will not be used as punishment, discipline or treatment.

In promoting the rights of all students to be safe and treated with dignity, physical restraint or seclusion is to be used only in exceptional circumstances where a student's behaviour poses imminent danger of serious physical harm to self or others and where less restrictive interventions have been ineffective in de-escalating the situation.

---

Cross Refs: Provincial Guidelines – Physical Restraint and Seclusion in School Settings, British Columbia Ministry of Education June 3, 2015

Adopted: January 27, 1998  
Reviewed:  
Revised: February 22, 2005, March 8, 2016



---

## ADMINISTRATIVE PROCEDURE 485 USE OF PHYSICAL RESTRAINT OR SECLUSION OF STUDENTS

The District is responsible for maintaining a safe, secure environment for students and staff. It is expected that school personnel implement preventative, pro-active and positive supports and interventions that are non-punitive and grounded in the foundational understanding that behaviour is communication. These supports and interventions make the use of seclusion and physical restraint unnecessary in most circumstances.

As per British Columbia Ministry of Education Provincial Guidelines on [Physical Restraint and Seclusion in School Settings](#), this procedure outlines the limited situations where staff members are authorized to physically restrain or seclude students as an emergency measure of last resort, when alternate methods of defusing a situation have failed and the student is in imminent danger of causing harm to self or others.

### Definitions

- Physical Restraint – a method of restricting another person’s freedom of movement or mobility in order to secure and maintain the imminent safety of the person or the imminent safety of others. The term physical restraint does not apply in the following situations:
  - The provision of gentle physical guidance or prompting of a student when teaching a skill, redirecting attention or providing comfort.
  - A temporary, gentle touch on a student’s arm, shoulder or back for the purpose of guiding a student to a safe location.
- Seclusion – the involuntary confinement of a person, alone in a room, enclosure or space that the person is physically prevented from leaving. The term seclusion does not apply in the following situations:
  - When a student has personally requested to be in a different/secluded location/space.
  - When a student is outside of the regular classroom for a calm or quiet break if these breaks are behaviour strategies that are proactive and are part of the student’s daily routine.

### Plans for Student and Staff Safety

In cases where an individual student could potentially cause harm to self or others, an Escalation Indicator Response Plan (EIRP) and Individual Safe Work Instruction (ISWI) should be collaboratively developed with the principal, teacher(s), support staff, parent(s)/guardian(s)/caregiver(s) and, when appropriate, District Staff, outside professionals and/or the student. Consider information from assessment reports if available.

These plans should include:

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure



- The student's triggers, patterns of escalation and appropriate adult responses.
- Direct instructions to staff for how to work safely with the student when they are escalated.

To support student learning:

- A Positive Behaviour Support Plan or Behaviour Intervention Plan is created to describe the competencies the student needs to develop in order to communicate their needs safely, and the strategies that will be used to teach these competencies. These strategies may be listed in a student's Competency Based Individualized Education Plan (CBIEP).

It is the principal's responsibility to ensure that any staff likely to be in contact with the student such as teachers, education assistants, bus drivers, clerical, custodians and all replacement staff read the EIRP and ISWI and understand the importance of adhering to this plan for their own and others' safety.

It is the principal's responsibility to ensure that staff who require training to support the student have access to training at the next available opportunity.

A review/revision of prevention/intervention strategies/plans must occur in cases where there is:

- Re-occurring incidents of escalation causing harm.
- Repeated use of physical restraint or seclusion for an individual student.
- Multiple use of physical restraint or seclusion occurring within the same classroom.
- Repeated use of physical restraint or seclusion by an individual staff member.

## Guidelines For Physical Restraint

1. The District recommends a "hands off" approach as the best practice when dealing with students who are experiencing dysregulation. It is expected that school personnel implement preventative, pro-active and positive supports and interventions that are non-punitive and grounded in the foundational understanding that behaviour is communication. Physical restraint must be used only in exceptional circumstances where a student is in imminent danger of causing serious harm to self or others.
2. Physical restraint will only be employed until the imminent danger or serious harm to self or others has dissipated.
3. Any time physical restraint is necessary a [Seclusion and Restraint Data Reporting Form](#) must be filed out on the day that it occurs with the District Principal of Student Services. The parents/guardians/caregivers must also be informed about the use of restraint as soon as possible and prior to the student leaving school.
4. Physical restraint must be conducted in a safe manner by staff who are trained in the proper methods of physical restraint. This training will ensure:

- 4.1 Student's breathing is not restricted.

---

Related Legislation: Provincial Guidelines – Physical Restraint and Seclusion in School Settings, British Columbia, Ministry of Education, June 3, 2015

Adopted: January 27, 1998

Amended: March 5, 2007; November 27, 2018; February 20, 2019

- 4.2 Student is not in a prone position (facing down on their stomach).
- 4.3 Student is not in a supine position (on their back, face up).
- 4.4 Mechanical restraint devices are never used.
5. Training sessions in positive behaviour support planning, trauma informed responses, non-violent crisis intervention, conflict de-escalation techniques and planning for student and staff safety are offered to school personnel on a regular basis.
6. The need for staff to be trained in the use of physical restraint for a student will be determined during the EIRP Plan development. This plan is developed in consultation with trained district staff, school administration, school staff and the parent(s)/guardian(s)/caregiver(s) and when appropriate outside professionals.

### **Guidelines for Seclusion**

1. The space used for seclusion must not jeopardize the student's health and safety – emotionally or physically. Seclusion should only be employed in exceptional circumstances where a student is in imminent danger of causing serious harm to self or others.
2. Seclusion will only be employed until the imminent danger of serious harm to self or others has dissipated.
3. Any time seclusion is necessary a [Seclusion and Restraint Data Form](#) must be filed with the District Principal of Student Services. Parents/Guardians/Caregivers must be informed about the use of seclusion as soon as possible and prior to the student leaving school.
4. A student must never be unsupervised and locked into a room.
5. Any room that is to be used for seclusion must have an observation window and the student must be under continuous visual observation. The student's behaviour must be noted at regular intervals by the observing adult to gather information that may be helpful for their plan, and/or to note when the student has returned to a state of regulation and is ready to re-connect with their team.
6. The space used for seclusion will be shared with the parent(s)/guardian(s)/caregiver(s).
7. The IERP/ISWI and all other health and safety policies will be followed including WorkSafe BC Regulations.

### **Debrief and Response to Incidents of Physical Restraint and Seclusion**

- If restraint or seclusion is required more than once, prevention/intervention strategies will be reviewed in a meeting with school personnel. If revisions are required, the EIRP/ISWI will be amended and signed by members of the team.
- All instances of restraint or seclusion will be reviewed by the District Principal of

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 33  
(CHILLIWACK)  
Administrative Procedure

---



Student Services on a monthly basis.

**Application and Review of Procedure**

The school district administration will ensure that employees are made aware of this administrative procedure and provide any necessary training or resources to uphold these expectations.

Employees should report any concerns or violations of this administrative procedure to their immediate supervisor or the appropriate designated authority within the school district.

Regular review of the Administrative Procedure will occur to ensure alignment with current research and practices.

DRAFT

## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 7, 2023  
**TO:** Board of Education  
**FROM:** Rachael Green, Assistant Director, Human Resources  
**RE:** **POLICY 704: VIOLENCE PREVENTION**

---

#### **RECOMMENDATION:**

THAT the Board of Education repeal [Policy 704 - Violence Prevention](#).

#### **BACKGROUND:**

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance, 200 – Partner & Community Relations, 300 – Students, Instruction & Programs, and 600 – Business & Support Services** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

The new policy structure is as follows:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

Based on our analysis, and with consultation with employee partner groups, Policy 704 is operations in nature and is made redundant by updated Administrative Procedure 460.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

---

**704  
POLICY  
Violence Prevention**

---

The Board recognizes that violence in our society is a threat to the well being of all persons in our schools. This includes students, staff, contractors, volunteers and other members of the public.

The Board acknowledges its responsibility to provide a safe and secure environment safe from threats, acts of violence and harassment in any form.

The Board has completed an assessment to determine the nature and extent of the risk of injury through violence and will continue to monitor reported incidents and reassess existing procedures, policies and workplace arrangements to reduce risk.

They will ensure that all persons exposed to a risk of violence who are on school property or involved in a school program are aware of this policy and trained in appropriate response strategies.

Acts of violence committed against any person are to be reported to the principal or supervisor as soon as possible for investigation and resolution. Where staff members are involved see regulation 704.1AR.

Acts of violence may be reported to the police.

---

Cross Refs: WCB Regulations, Student Behaviour Policy, Safe Schools Policy, Weapons Policy, Reporting Incident of Violence Regulation

Adopted: January 25, 2000  
Reviewed:  
Revised:

---

## ADMINISTRATIVE PROCEDURE 460 REPORTING INCIDENTS OF VIOLENCE

The purpose of this procedure is to outline the District's prevention, response and reporting procedures that address workplace violence, as required by WorkSafe BC regulation. Workplace violence is not accepted nor tolerated.

### ROLES AND RESPONSIBILITIES

#### School District

- Ensure that workplace violence response procedures and work arrangements are established and implemented.
- As necessary ensure that site-based teams receive assistance to support them at their site.

#### Supervisor (Principal/Manager)

- Review submitted workplace violent incident reports.
- Complete a workplace violence risk assessment.
- Ensure that workers have been made aware of the workplace violence prevention practices including information when working with a person with a history of violence.

#### Worker

- Report all instances of workplace violence.
- Participate in workplace violence information, instruction, or training opportunities.
- Follow safe work instructions and give feedback where deviation from the instructions are necessary.

### PROCEDURES TO ADDRESS WORKPLACE VIOLENT INCIDENTS

1. When an incident of workplace violence directed towards a worker occurs, the following steps must be followed:
  - a. Affected worker reports the incident to the supervisor.
  - b. Supervisor initiates an investigation.
  - c. Supervisor leads the response planning. This can include the creation, or review and updating of response plans and/or safe work instructions. The investigation consists of completing the review section of the violent incident report and a workplace violence risk assessment.
2. Action taken to resolve reported incidents should be made known to the affected worker as soon as possible.
3. Completed violent incident reports should be sent to the School District Health and Safety Manager.
4. Summary information from violent incident reports should be recorded. Information recorded should include: date, time, type of incident, source (ie, student, staff members,

---

Related Legislation: Nil

Related Contract Article: Nil

Cross Refs: WCB Regulation, Student Behaviour Policy, Safe Schools Policy, Weapons Policy, Reporting Incident of, Violence Regulation

Adopted: January 25, 2000

Amended: xxxx

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)

## Administrative Procedure

---



- parent, etc.), and the action taken by the subject. Data collected will be analysed by the District Health and Safety manager on an ongoing basis and aggregate data will be provided to the district safety committee each month the committee meets.
5. Summary information should also be taken on sources of violence. This information will be shared by the District Health and Safety manager to Student Services in order to advise principals, managers and other staff as necessary, of past incidents and to consider additional supports and interventions.
  6. Where the perpetrator of violence is a member of the public, whether known or unknown, violent incident reports should be referred to police when intent to harm is evident.

### INTERNAL DOCUMENTS

- [Workplace Violence Response \(Program Manual\)](#)

DRAFT



## BOARD OF EDUCATION

### DECISION REPORT

**DATE:** November 7, 2023  
**TO:** Board of Education  
**FROM:** Rachael Green, Assistant Director, Human Resources  
**RE:** **POLICY 716: VIDEO SURVEILLANCE**

---

#### **RECOMMENDATION:**

THAT the Board of Education repeal [Policy 716 - Video Surveillance](#).

#### **BACKGROUND:**

The work on the policy manual commenced in March 2020 to enhance district policies to provide greater clarity, identify policies that are no longer current and assess board and administrative regulations that are primarily operational in nature. The policy manual work was suspended briefly due to the global pandemic and resumed in September 2020.

We have now completed the **100 – Governance, 200 – Partner & Community Relations, 300 – Students, Instruction & Programs, and 600 – Business & Support Services** Policy sections. We are currently in the process of completing the **400 – Health & Safety** and **500 – Human Resources** Policy sections.

The new policy structure is as follows:

#### Bylaws

- 100 – Governance
- 200 – Partner & Community Relations
- 300 – Students, Instruction & Programs
- 400 – Health & Safety
- 500 – Human Resources
- 600 – Business & Support Services

Based on our analysis Policy 716 is operations in nature and is made redundant by updated Administrative Procedure 475.

**BOARD OF EDUCATION  
School District #33 (Chilliwack)**

---

**716  
POLICY  
Video Surveillance**

---

For reasons of enhancing the safety of students, staff and others on school premises and school buses, and deterring destructive acts, the Board authorizes the use of video surveillance equipment on School District property. Such surveillance is authorized when circumstances show that it is necessary for safety, or security of property and the benefit of surveillance outweigh its impact on the privacy of those observed.

In dealing with surveillance of students, the Board recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while the students are under the supervision of the school. Video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights.

---

Cross Refs: Freedom of Information & Protection of Privacy Legislation

Adopted: April 23, 2002  
Reviewed:  
Revised:

---

## ADMINISTRATIVE PROCEDURE 475 VIDEO SURVEILLANCE

### BACKGROUND

This procedure describes the District's practices and expectations in relation to the use of video surveillance on school lands, facilities and buses in compliance with Section 74.01 of the *School Act* and the provisions of the *Freedom of Information and Protection of Privacy Act (FIPPA)*.

The District recognizes both that it has obligations with respect to staff and student safety, and that video surveillance impacts individual privacy. The District utilizes video surveillance for the purposes of ensuring the safety of staff and students, to protect personal property, and to protect District property against vandalism, theft and other destructive acts. The District endeavours to use video surveillance in a manner that is respectful of individual privacy.

### PROCEDURES

#### 1. Surveillance Implementation:

Before installing and operating a new video surveillance system in school facilities or on school lands:

- 1.1. The Superintendent or their designate will produce or cause to be produced a report documenting the reasons why surveillance is being considered, citing (if applicable) any specific incidents of property loss, safety or security breaches justifying the implementation of surveillance, identifying any less intrusive alternatives that have been considered and why they would not be an adequate alternative to surveillance, and setting out the methods that will be used to minimize the privacy impact of the surveillance initiative.
- 1.2. If surveillance is to be used within a school facility or on school land, the District will provide notice of its plans to the applicable parent advisory council. In accordance with and as required under 74.01 of the *School Act*, the District shall obtain the approval of the parent advisory council before proceeding with implementation of the surveillance system.
- 1.3. Where the District deems it appropriate, the District may undertake consultations with other affected groups or individuals about the implementation of surveillance, such as students, parents, staff or members of the community.

#### 2. Use of Surveillance

- 2.1. The District utilizes surveillance for the purposes of safety and property protection.
- 2.2. Surveillance is not used to routinely monitor student or employee productivity or performance.

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure

---



- 2.3. Surveillance recordings may be accessed and viewed on an exceptional basis if and when required to investigate incidents raising concerns about personal safety, damage to property, or a contravention of law or school rules or policies or to investigate incidents of misconduct.

### 3. Equipment and Signage

- 3.1. The District utilizes video surveillance systems, including cameras and equipment necessary to record and view video and audio footage ("Surveillance Equipment").
- 3.2. The District may use video analytics software to enhance the ability of Surveillance Equipment to detect unusual motion and activity and/or to limit the collection of footage.
- 3.3. Camera/Recorder placement will be subject to approval by the building administrator (Principal or building supervisor) or their designate ("Facility Administrator") at the time of placement, and will be placed with a view to minimizing the privacy-related impacts of the surveillance.
- 3.4. Access to Surveillance Equipment, including cameras, viewing and storage devices will be limited to authorized District employees or contracted service providers. In the ordinary course, such access is limited to the Facility Administrator or contracted service providers engaged in install or maintain Surveillance Equipment.
- 3.5. Surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., bathrooms, private conference/meeting rooms). Any exceptions must be authorized by the Superintendent (or their delegate) on the grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.
- 3.6. The District shall post notices in areas where Surveillance Equipment is in use, which shall include the title and contact information for a District employee who can be contacted with questions or concerns about the use of surveillance.

### 4. Covert Surveillance

- 4.1. Covert surveillance (i.e. surveillance without notice) will only be used in exceptional circumstances where compelling reasons for its use exist, such as criminal activity or other serious misconduct, significant property loss, safety or security issues.

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure

---



- 4.2. Covert surveillance may be authorized by the Superintendent for the purposes of a specific investigation after assessing the availability of alternative investigation methods and will be strictly limited in scope and duration to that which is necessary to achieve a specific, identified objective.
- 4.3. Covert surveillance will not be authorized on an ongoing basis.

## 5. Security and Disclosure

- 5.1. All computer and/or recording media shall be password protected, encrypted, and stored in a secure area away to prevent unauthorized disclosure or public access. Access to such equipment will be limited to the Facility Administrator.
- 5.2. The District shall keep and maintain a log of all access to the Surveillance Equipment and recordings. Logs will be retained for a minimum period of ninety days.
- 5.3. Recordings may never be sold, publicly viewed, or distributed in any other fashion except as provided for by this Administrative Procedure or as authorized or required by court order, subpoena or other applicable laws.
- 5.4. The District reserves the right to make footage available to police to assist in police investigations as authorized by *FIPPA*.

## 6. Viewing of Recordings

- 6.1. Playback devices used to view or listen to video footage will be located in secure areas where monitoring or viewing equipment is not accessible to third parties or the public.
- 6.2. The District shall only use and disclose video footage to the extent it is authorized or permitted to do so under *FIPPA*.
- 6.3. In the ordinary course, access to video footage shall be limited to the Facility Administrator or contracted service providers engaged to install or maintain the Video Equipment.
- 6.4. Employees, Students and parents may request access to video footage in which they appear, and access shall be provided in accordance with *FIPPA*. If an employee or student is facing any disciplinary action, they may authorize their union representation or other advocate to also view the recording.
- 6.5. The District reserves the right to refuse to provide access to footage where doing so would unreasonably interfere with the privacy of another individual.
- 6.6. The District may share footage with its legal counsel and insurers for the purposes responding to claims or complaints that may be made or to third parties where necessary to carry out investigations.

# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) Administrative Procedure

---



## 7. Retention of Recordings

- 7.1. Recordings are ordinarily destroyed within 60 days of creation, but may be retained longer if needed for legal, administrative, operational, disciplinary or investigation purposes. The Facility Administrator is responsible for making decisions about the retention of footage.
- 7.2. The District retains footage for a one year period if it is used to make a decision that significantly affects an individual in accordance with the requirements of *FIPPA*.
- 7.3. Where footage may be relevant to a legal claim involving the District or third parties, the District's practice is to retain footage for up to two years or until the relevant limitation period has expired in order to ensure relevant evidence is preserved as needed.

## 8. Review

- 8.1. Each Facility Administrator is responsible for the proper implementation and control of the surveillance system.
- 8.2. The Superintendent or designate shall conduct a review at least annually to ensure that this Administrative Procedure is being adhered to on the use of video surveillance in the District.
- 8.3. The Board conducts an annual review of its video surveillance systems in accordance with the requirements of section 74.01(3) of the School Act.

## MEETING SUMMARIES

### **In-Camera Meeting – October 10, 2023**

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Simone Sangster, Rachael Green, Talana McInally

1. Governance Role of the Board of Education
2. HR Report
3. BCPSEA Report
4. Public Sector Executive Compensation Disclosure Report
5. Exempt/PVP Staff Compensation
6. Appointment of Community Member – Budget Advisory Committee
7. Board Evaluation

### **Board Learning Session #1 – October 17, 2023**

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Paula Jordan, Dave Manuel, Kirk Savage, Brenda Point

1. Cultural Competency Safety and Humility Document
2. Summary of October 6 Pro D Day

### **Board Learning Session #2 – October 17, 2023**

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Paula Jordan, Dave Manuel, Kirk Savage, Rachael Green, Jessica Adams-Loupriet

1. Accessibility Act – SD33 Plan

### **Special In-Camera Meeting – October 31, 2023**

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Richard Procee, Margaret Reid, David, Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Simone Sangster, Lisa Champagne, Talana McInally

Guests: Lindsie Thomson, Harris and Company

1. Legal Opinion